

DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

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January 4, 1918.

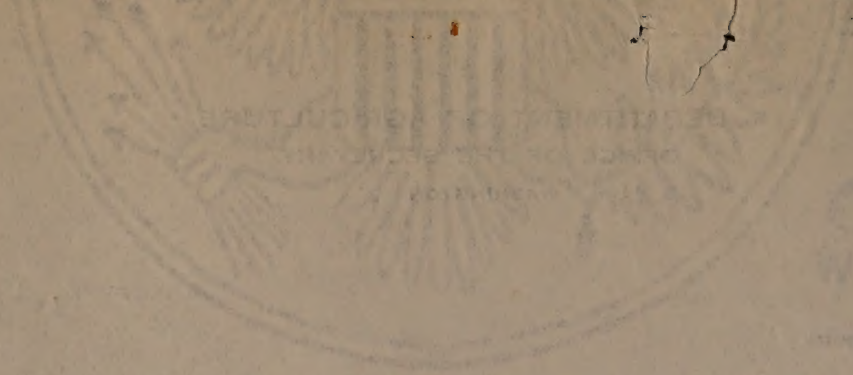
MEMORANDUM NO. 226

Regarding Leave Without Pay.

All applications for leave without pay must be approved by the Chief Clerk of the Department. IN NO CASE SHALL SUCH LEAVE BE TAKEN UNTIL THE APPLICANT HAS BEEN ADVISED OF ITS APPROVAL. Each application must be supported by a memorandum setting forth the reasons for which the leave is requested. This procedure will supersede all rules and regulations in conflict herewith.

*D. F. Houston*

Secretary.

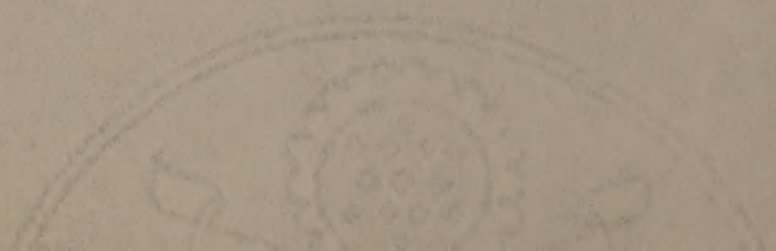


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 U.S. DEPARTMENT OF JUSTICE  
 DIVISION OF INVESTIGATION

WALLACE M. PAPER CO

Respectfully Submitted

All applications for leave without pay must be approved by the  
 Chief Clerk of the Department. IN THE CASE OF A MEMBER OF THE  
 UNITED STATES ARMY, IT HAS BEEN ADVISED BY THE ARMY THAT EACH applica-  
 tion must be supported by a memorandum setting forth the reasons for  
 which the leave is requested. This procedure will supersede all rules  
 and regulations in conflict herewith.





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

III-

December 31, 1917.

MEMORANDUM NO.

Regarding Leave Without Pay

*for periods of less than one month, other than those which are submitted to the Office of the Secretary for action.*

All applications for leave without pay must be approved by the Chief Clerk of the Department, *in no case, shall (caps)* ~~no such leave shall~~ be taken until the applicant has been advised of its approval. Each application must be supported by a <sup>Memorandum</sup> letter setting forth the reasons for which the leave is requested. This procedure will supersede all rules and regulations in conflict hereto. *will*

Secretary.







DEPARTMENT OF AGRICULTURE  
WASHINGTON

December 29, 1917.

MEMORANDUM

Regarding Leave Without Pay.

On and after this date and until further order, all applications for leave without pay must be approved by the Chief Clerk of the Department, and applicants advised after such approval before any portion of the leave is taken. Each application must be supported by a letter setting forth the reasons for which the leave is requested.

This procedure will supersede all rules and regulations in conflict herewith.

Secretary.







DEPARTMENT OF AGRICULTURE  
WASHINGTON

December 29, 1917.

MEMORANDUM

*Regarding Leave Without Pay.*

On and after this date and until further order,  
all applications for leave without pay must be ap-  
proved by the Chief Clerk of the Department, *and applicants advised of such approval* before  
any portion of the leave is taken. ^

( Each application must be supported by a letter  
setting forth the reasons for which the leave is re-  
quested.

*¶ This procedure will supersede all  
rules and regulations now affecting  
on the subject of application for leave  
without pay.*

Secretary.

*in conflict herewith*





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DEPARTMENT OF AGRICULTURE

WASHINGTON

March 19, 1918.

MEMORANDUM NO. 227.

Regarding Committees on Clerical Efficiency.

In accordance with Memorandum No. 125, dated March 18, 1915, the personnel of the Committees on Clerical Efficiency of the various bureaus, independent divisions, offices and boards is hereby changed as indicated:

OFFICE OF THE SECRETARY

R. M. Reese, Chairman  
J. R. Williams,  
C. C. Wilson (vice  
J. R. Gill).

OFFICE OF THE SOLICITOR.

R. W. Williams, Chairman.  
Otis H. Gates,  
Edmund B. Quiggle (vice  
P. D. Cronin).

OFFICE OF FARM MANAGEMENT

Lisle Morrison, Chairman,  
Dr. E. A. Goldenweiser,  
H. W. Hawthorne (vice  
H. A. Miller).

WEATHER BUREAU

E. B. Calvert, Chairman,  
Preston C. Day,  
Henry E. Williams (vice  
Alfred J. Henry)  
Delos T. Maring (vice  
Robert Seyboth).  
Willis R. Gregg (vice  
R. Hanson Weightman).

BUREAU OF ANIMAL INDUSTRY.

C. C. Carroll, Chairman.  
Dr. U. G. Houck,  
Dr. A. W. Miller (vice  
George Ditewig).





BUREAU OF PLANT INDUSTRY

James E. Jones, Chairman,  
Carl S. Scofield.  
Dr. Haven Metcalf (vice  
C. R. Ball).

FOREST SERVICE.

A. F. Potter, Chairman,  
Alpheus O. Waha.  
William L. Hall (vice  
O. C. Merrill).

BUREAU OF SOILS.

A. G. Rice, Chairman,  
Charles A. Drake,  
George W. Baumann (vice  
C. A. Wolfe).

BUREAU OF ENTOMOLOGY

E. B. O'Leary, Chairman,  
W. R. Walton,  
Dr. A. L. Quaintance (vice  
C. L. Marlatt).

BUREAU OF CHEMISTRY

F. B. Linton, Chairman.  
J. G. Coleman.  
W. W. Skinner (vice  
J. S. Abbott).

BUREAU OF BIOLOGICAL SURVEY.

W. C. Henderson, Chairman.  
W. B. Bell,  
W. Roy Dillon (vice Geo A.  
Lawyer).

DIVISION OF ACCOUNTS AND DISBURSEMENTS.

W. J. Nevius, Chairman,  
John M. Kemper, Jr. (vice  
W. R. Fuchs).

DIVISION OF PUBLICATIONS

B. D. Stallings, Chairman.  
Charles H. Greathouse.  
A. B. Boettcher,  
F. J. P. Cleary.  
A. I. Mudd.

LIBRARY

Miss C. R. Barnett, Chairman.  
Miss H. M. Thompson.  
Miss E. B. Hawks.

STATES RELATION SERVICE.

C. E. Johnston, Chairman,  
L. H. Goddard,  
J. I. Schulte (vice  
J. A. Evans).  
E. A. Miller (vice H. L.  
Knight).

INSECTICIDE AND FUNGICIDE BOARD.

M. B. Waite, Chairman.  
J. L. Monarch,  
C. C. McDonnell (vice W. D.  
Lynch).

FEDERAL HORTICULTURAL BOARD.

Geo B. Sudworth, Chairman.  
W. D. Hunter.

BUREAU OF MARKETS.

R. V. Bailey, Chairman.  
Wm M. Scott,  
C. W. Thompson (vice George  
Livingston).





OFFICE OF PUBLIC ROADS AND

RURAL ENGINEERING.

L. W. Page, Chairman,  
Oscar L. Grover,  
Edwin W. James (vice  
J. E. Pennybacker).

BUREAU OF CROP ESTIMATES.

L. E. Estabrook, Chairman.  
Edward Crane.  
Nat C. Murray (vice  
Frank Andrews).

A handwritten signature in dark ink, appearing to read "J. S. H. Martin". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Secretary.





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DEPARTMENT OF AGRICULTURE  
WASHINGTON

PLEASE RETURN TO THE  
SECRETARY'S FILE ROOM. MEMORANDUM NO. 227.

War Stamp Tax on Parcel-Post Mail.

Section 807, paragraph 14, of the Act to provide revenue to defray war expenses, and for other purposes, provides as follows:

14. Parcel-post packages: Upon every parcel or package transported from one point in the United States to another by parcel post on which the postage amounts to 25 cents or more, a tax of 1 cent for each 25 cents or fractional part thereof charged for such transportation, to be paid by the consignor.

No such parcel or package shall be transported until a stamp or stamps representing the tax due shall have been affixed thereto.

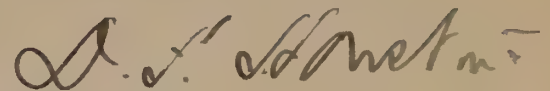
The Postmaster General, by his Order No. 831, dated October 27, 1917 (copy herewith), puts Paragraph 14, above quoted, into effect.

On packages, not sent under the penalty privilege, mailed by the Department of Agriculture, either from Washington, to Washington, or between points in the field, upon which the postage amounts to 25 cents or more, the tax referred to will be paid. Reimbursement will be made for expenses incurred in procuring internal revenue stamps for



this purpose. For shipments from Washington internal revenue war tax stamps in denominations of one and two cents will be procurable from the Officer in Charge of Supplies, Secretary's Office.

Attention is invited to the Third Assistant Postmaster General's circular of instructions to postmasters (copy herewith), particularly to the requirement of cancellation with ink of the war tax stamps affixed to parcel-post packages by the sender. In this Department the sender will be regarded as the employe specifically charged with the duty of seeing that the stamps are affixed to the packages before mailing.

A handwritten signature in cursive script, appearing to read "A. J. Bennett".

Secretary.





MEMORANDUM NO. 337  
228

### War Stamp Tax on Parcel-Post Mail.

Section 807, paragraph 14, of the Act to provide revenue to defray war expenses, and for other purposes, provides as follows:

14. Parcel-post packages: Upon every parcel or package transported from one point in the United States to another by parcel post on which the postage amounts to 25 cents or more, a tax of 1 cent for each 25 cents or fractional part thereof charged for such transportation, to be paid by the consignor.

No such parcel or package shall be transported until a stamp or stamps representing the tax due shall have been affixed thereto.

The Postmaster General, by his Order No. 831, dated October 27, 1917 (copy herewith), puts Paragraph 14, above quoted, into effect.

On packages, not sent under the penalty privilege, mailed by the Department of Agriculture, either from Washington, to Washington, or between points in the field, upon which the postage amounts to 25 cents or more, the tax referred to will be paid. Reimbursement will be made for expenses incurred in procuring internal revenue stamps for

of a more fully developed, and more

The above information was obtained from the files of the Federal Bureau of Investigation, Department of Justice, Washington, D.C., and is being furnished to you for your information.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

... ..

[illegible]



this purpose. For shipments from Washington internal revenue war tax stamps in denominations of one and two cents will be procurable from the Officer in Charge of Supplies, Secretary's Office.

Attention is invited to the Third Assistant Postmaster General's circular of instructions to postmasters (copy herewith), particularly to the requirement of cancellation with ink of the war tax stamps affixed to parcel-post packages by the sender. In this Department the sender will be regarded as the employee specifically charged with the duty of seeing that the stamps are affixed to the packages before mailing.

*D. A. Houston*

Secretary.



MEMORANDUM NO. 557  
228

War Stamp Tax on Parcel-Post Mail.

Section 807, paragraph 14, of the Act to provide revenue to defray war expenses, and for other purposes, provides as follows:

14. Parcel-post packages: Upon every parcel or package transported from one point in the United States to another by parcel post on which the postage amounts to 25 cents or more, a tax of 1 cent for each 25 cents or fractional part thereof charged for such transportation, to be paid by the consignor.

No such parcel or package shall be transported until a stamp or stamps representing the tax due shall have been affixed thereto.

The Postmaster General, by his Order No. 831, dated October 27, 1917 (copy herewith), puts Paragraph 14, above quoted, into effect.

On packages, not sent under the penalty privilege, mailed by the Department of Agriculture, either from Washington, to Washington, or between points in the field, upon which the postage amounts to 25 cents or more, the tax referred to will be paid. Reimbursement will be made for expenses incurred in procuring internal revenue stamps for





this purpose. For shipments from Washington internal revenue war tax stamps in denominations of one and two cents will be procurable from the Officer in Charge of Supplies, Secretary's Office.

Attention is invited to the Third Assistant Postmaster General's circular of instructions to postmasters (copy herewith), particularly to the requirement of cancellation with ink of the war tax stamps affixed to parcel-post packages by the sender. In this Department the sender will be regarded as the employee specifically charged with the duty of seeing that the stamps are affixed to the packages before mailing.

*D. P. Houston*

Secretary.

*D. M. R. R.*

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August 2, 1964

Enclosure



United States Department of Agriculture,  
Bureau of Crop Estimates,

WASHINGTON, D. C.

February 8, 1918.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods submits herewith a draft of a memorandum regarding the payment of the war revenue tax on parcel post packages transmitted on official business on which the postage amounts to 25 cents or more. Attached thereto is a communication from the Third Assistant Postmaster General to the effect that "the Post Office Department is prohibited from accepting for mailing from Departments and officers of the Government packages of fourth-class matter which are properly chargeable with postage, where the postage amounts to 25 cents or more, unless the war-stamp tax imposed \* \* is paid." It is recommended that this memorandum be issued at an early date in order to avoid any possible delay in the transmission of parcel post matter due to failure to attach the necessary war-stamp.

Respectfully,

*Leon M Estabrook*

Chairman,  
Advisory Committee on Finance  
and Business Methods.



DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SOLICITOR  
WASHINGTON

*17-10-18*  
JAN 31 1918

Chairman, Advisory Committee

on Finance and Business Methods.

Replying to your letter of January 8, 1918, asking whether or not employees of this Department will be required to pay the tax on parcel post packages containing Government property, you are informed that the matter was submitted to the Postmaster General under date of January 15, 1918, and there is enclosed reply, dated January 24, 1918.

*W. H. McLean*  
Acting Solicitor.

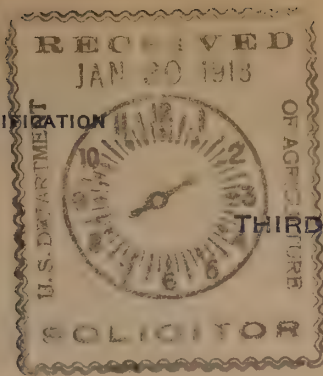
Encl.



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1845-1890

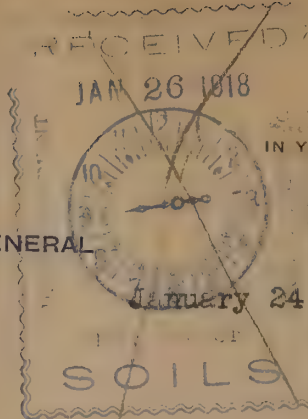
DIVISION OF CLASSIFICATION



## Post Office Department

THIRD ASSISTANT POSTMASTER GENERAL

Washington



IN YOUR REPLY REFER TO

C. D. No.  
102081

January 24, 1918.

The Honorable

The Secretary of Agriculture,  
Washington, D. C.

Sir:

In answer to your letter of the 15th instant, inquiring whether the war-stamp tax imposed by paragraph 14, section 807, schedule A, of the War Revenue Act of October 3, 1917, on parcel post packages is applicable to such packages mailed by the various departments, bureaus, and officers of the Government of the United States when the postage thereon amounts to 25 cents or more, I have to say that the Commissioner of Internal Revenue was recently requested to advise this Department whether such parcel post packages are, under the law, subject to the war-stamp tax.

In his reply, dated January 17, 1918, the Commissioner of Internal Revenue says:

"You are advised that shipments on government bills of lading by freight or express are exempt by Section 502 from the tax imposed upon transportation charges, but Schedule A does not provide any exemption from the tax imposed upon parcels post packages where the postage amounts to 25 cents or more.

"Therefore, if postage is paid on parcels or packages shipped by departments or officers of the Government, they are prohibited from transportation until the stamp tax imposed by Schedule A is paid and stamps representing the tax shall have been affixed thereto and properly canceled."

From the foregoing you will see that the Post Office Department is prohibited from accepting for mailing from departments and officers of the Government packages of fourth-class matter which are properly chargeable with postage, where the postage amounts to 25 cents or more, unless the war-stamp tax imposed by the Act above mentioned is paid.

By direction of the Postmaster General.

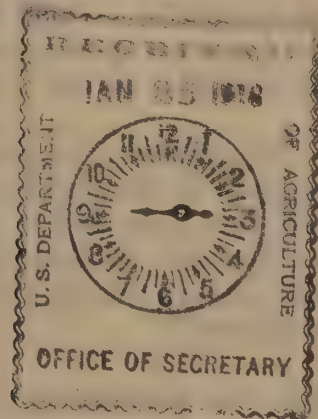
Respectfully,

  
Third Assistant Postmaster General.

RECEIVED  
JAN 25 1916

U.S. DEPARTMENT OF AGRICULTURE  
OFFICE OF SECRETARY

WASHINGTON, D.C.





WAR STAMP TAX ON PARCEL-POST MAIL.

ORDER No. 831.

OFFICE OF THE POSTMASTER GENERAL,  
WASHINGTON, Oct. 27, 1917.

Section 456, Postal Laws and Regulations, is amended by the addition of the following as paragraphs 7 and 8, effective December 1, 1917:

7. Upon every parcel or package transported from one point in the United States to another by parcel post on which the postage amounts to 25 cents or more, there shall be paid a tax of one cent for each 25 cents or fractional part thereof charged for such transportation, to be paid by the consignor. No such parcel or package shall be transported until a stamp or stamps representing the tax due shall have been affixed thereto. (Act of October 3, 1917, Section 807, paragraph 14.)

8. The tax on fourth-class matter referred to in the preceding paragraph is not applicable to parcels on which the postage amounts to less than 25 cents. On a parcel subject to 25 cents postage the tax is one cent; on parcels on which the postage amounts to from 25 to 50 cents the tax is two cents each, and so on. Parcels shall not be accepted for mailing unless both the required postage and tax are fully prepaid. Special internal revenue stamps shall be used to pay the tax; postage stamps are not valid for this purpose. The failure of any postmaster to observe the foregoing shall be reported to the Third Assistant Postmaster General, Division of Classification.

A. S. BURLESON,  
Postmaster General.

OFFICE OF THE THIRD ASSISTANT POSTMASTER GENERAL,  
WASHINGTON, Oct. 27, 1917.

Postmasters are instructed to bring to the attention of their patrons the provisions of the War Revenue Act embodied in paragraphs 7 and 8, Section 456, P. L. and R., as amended by the above Order No. 831 of this date, imposing a tax of one cent for each postage charge of 25 cents or fractional part of 25 cents on packages of fourth-class or parcel-post matter on which the postage amounts to not less than 25 cents each. The War Revenue Act makes no change in the postage rates applicable to such matter.

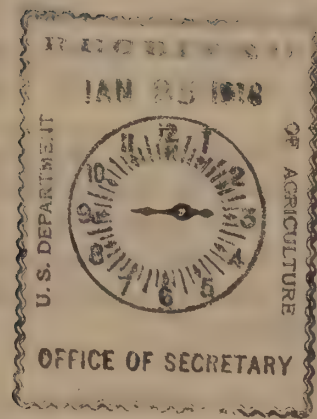
The internal revenue stamps affixed to parcels in payment of the tax must be canceled by the sender placing, or causing to be placed, thereon his written or stamped initials together with the date upon which the stamps are attached or used. In no case, however, should the sender cancel postage stamps affixed to parcels; such stamps must be canceled only by postal employees.

Care shall be exercised to see that the full amount of postage at the appropriate fourth-class rate is prepaid either by postage stamps or in money, under the provisions of Section 459, P. L. and R., and that the tax is, in all cases, paid by means of internal revenue stamps. Postage stamps shall not be counted in payment of the tax, nor shall the internal revenue stamps, in payment of the tax, be counted in payment of postage.

Internal revenue stamps for use in paying such tax will be supplied to postmasters in due course for sale to the public.

A. M. DOCKERY,  
Third Ass't P. M. Gen.

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U.S. 113



## War-Stamp Tax on Parcel-Post Mail.

OFFICE OF THIRD ASST. POSTMASTER GENERAL,  
WASHINGTON, Dec. 4, 1917.

(a) Postmasters are instructed to bring to the attention of their patrons the provisions of the War Revenue Act embodied in paragraphs 7 and 8, Section 458, Postal Laws and Regulations, as amended by Order No. 831, October 27, 1917, appearing on page 33 of the November supplement to the Postal Guide, imposing a tax of one cent for each postage charge of 25 cents or fractional part of 25 cents on packages of fourth-class or parcel-post matter on which the postage amounts to not less than 25 cents each. The paragraphs referred to read as follows:

7. Upon every parcel or package transported from one point in the United States to another by parcel post on which the postage amounts to 25 cents or more, there shall be paid a tax of one cent for each 25 cents or fractional part thereof charged for such transportation, to be paid by the consignor. No such parcel or package shall be transported until a stamp or stamps representing the tax due shall have been affixed thereto. (Act of October 3, 1917, Section 807, paragraph 14.)

8. The tax on fourth-class matter referred to in the preceding paragraph is not applicable to parcels on which the postage amounts to less than 25 cents. On a parcel subject to 25 cents postage the tax is one cent; on parcels on which the postage amounts to from 25 to 50 cents the tax is two cents each, and so on. Parcels shall not be accepted for mailing unless both the required postage and the tax are fully prepaid. Special internal-revenue stamps shall be used to pay the tax; postage stamps are not valid for this purpose. The failure of any postmaster to observe the foregoing shall be reported to the Third Assistant Postmaster General, Division of Classification.

(b) Care shall be exercised to see that the full amount of postage at the appropriate fourth-class rate is prepaid either by postage stamps, or in money under the provisions of Section 459, Postal Laws and Regulations, and that the tax in all cases is paid by means of internal-revenue stamps. Postage stamps shall not be counted in payment of the tax, nor shall the internal-revenue stamps in payment of the tax be counted in payment of postage. No change is made by the War Revenue Act in the postage rates applicable to fourth-class or parcel-post matter.

(c) In determining the amount of tax to be paid on a parcel, only the postage chargeable thereon is considered; the fees

paid for special delivery and insurance or C. O. D. services shall not be counted.

(d) The internal-revenue stamps affixed to parcels in payment of the tax must be canceled by the sender placing or causing to be placed thereon *with ink* his written or stamped initials, together with the date upon which the stamps are attached or used. In no case, however, should the sender cancel postage stamps affixed to parcels; such stamps must be canceled only by postal employees. The slitting with a knife or other instrument of tax stamps on parcel post mail is not required.

(e) When a parcel is inadvertently deposited by the sender without canceling the internal-revenue stamp, such stamp should be canceled by the postmaster. Should any persons or concerns regularly deposit parcels without canceling the internal-revenue stamps, the postmaster should return the parcels to them with advice as to the requirements with respect to the cancellation of such stamps.

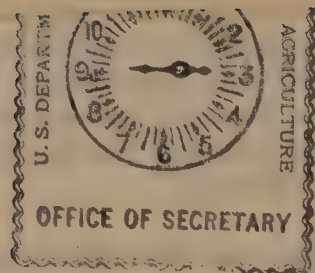
(f) When parcels are subject to a new prepayment of postage amounting to 25 cents or more for forwarding from the office of original address to the addressee at another post office, or for return to the sender, they are likewise chargeable with an additional tax. Therefore, when notifying the addressee or sender of a parcel of the amount of postage required for its forwarding or return, as the case may be, the postmaster shall also indicate, on the official card notice used for the purpose, the amount of the war tax chargeable on the parcel, for which the necessary internal-revenue stamps must be furnished by the addressee or sender.

(g) Fourth-class or parcel-post packages mailed to or in Hawaii and Alaska, when the postage amounts to 25 cents or more, are subject to the tax.

(h) The tax is not applicable to parcels of such matter mailed to or in Porto Rico, the Philippines, Canal Zone, Virgin Islands of the United States, Guam, Tutuila and Manua and other islands of the Samoan group belonging to the United States, nor to parcels addressed to United States naval vessels or the United States Expeditionary Forces abroad; neither is it applicable to parcels addressed to foreign countries.

(i) Internal-revenue stamps for use in paying the tax on parcel-post mail are supplied to postmasters for sale to the public. For further information regarding the foregoing, address the Third Assistant Postmaster General, Division of Classification.

A. M. DOCKERY,  
Third Assistant Postmaster General.





## War-Stamp Tax on Parcel-Post Mail.

OFFICE OF THIRD ASST. POSTMASTER GENERAL,  
WASHINGTON, Dec. 4, 1917.

(a) Postmasters are instructed to bring to the attention of their patrons the provisions of the War Revenue Act embodied in paragraphs 7 and 8, Section 458, Postal Laws and Regulations, as amended by Order No. 831, October 27, 1917, appearing on page 33 of the November supplement to the Postal Guide, imposing a tax of one cent for each postage charge of 25 cents or fractional part of 25 cents on packages of fourth-class or parcel-post matter on which the postage amounts to not less than 25 cents each. The paragraphs referred to read as follows:

7. Upon every parcel or package transported from one point in the United States to another by parcel post on which the postage amounts to 25 cents or more, there shall be paid a tax of one cent for each 25 cents or fractional part thereof charged for such transportation, to be paid by the consignor. No such parcel or package shall be transported until a stamp or stamps representing the tax due shall have been affixed thereto. (Act of October 3, 1917, Section 807, paragraph 14.)

8. The tax on fourth-class matter referred to in the preceding paragraph is not applicable to parcels on which the postage amounts to less than 25 cents. On a parcel subject to 25 cents postage the tax is one cent; on parcels on which the postage amounts to from 25 to 50 cents the tax is two cents each, and so on. Parcels shall not be accepted for mailing unless both the required postage and the tax are fully prepaid. Special internal-revenue stamps shall be used to pay the tax; postage stamps are not valid for this purpose. The failure of any postmaster to observe the foregoing shall be reported to the Third Assistant Postmaster General, Division of Classification.

(b) Care shall be exercised to see that the full amount of postage at the appropriate fourth-class rate is prepaid either by postage stamps, or in money under the provisions of Section 459, Postal Laws and Regulations, and that the tax in all cases is paid by means of internal-revenue stamps. Postage stamps shall not be counted in payment of the tax, nor shall the internal-revenue stamps in payment of the tax be counted in payment of postage. No change is made by the War Revenue Act in the postage rates applicable to fourth-class or parcel-post matter.

(c) In determining the amount of tax to be paid on a parcel, only the postage chargeable thereon is considered; the fees

paid for special delivery and insurance or C. O. D. services shall not be counted.

(d) The internal-revenue stamps affixed to parcels in payment of the tax must be canceled by the sender placing or causing to be placed thereon *with ink* his written or stamped initials, together with the date upon which the stamps are attached or used. In no case, however, should the sender cancel postage stamps affixed to parcels; such stamps must be canceled only by postal employees. The slitting with a knife or other instrument of tax stamps on parcel post mail is not required.

(e) When a parcel is inadvertently deposited by the sender without canceling the internal-revenue stamp, such stamp should be canceled by the postmaster. Should any persons or concerns regularly deposit parcels without canceling the internal-revenue stamps, the postmaster should return the parcels to them with advice as to the requirements with respect to the cancellation of such stamps.

(f) When parcels are subject to a new prepayment of postage amounting to 25 cents or more for forwarding from the office of original address to the addressee at another post office, or for return to the sender, they are likewise chargeable with an additional tax. Therefore, when notifying the addressee or sender of a parcel of the amount of postage required for its forwarding or return, as the case may be, the postmaster shall also indicate, on the official card notice used for the purpose, the amount of the war tax chargeable on the parcel, for which the necessary internal-revenue stamps must be furnished by the addressee or sender.

(g) Fourth-class or parcel-post packages mailed to or in Hawaii and Alaska, when the postage amounts to 25 cents or more, are subject to the tax.

(h) The tax is not applicable to parcels of such matter mailed to or in Porto Rico, the Philippines, Canal Zone, Virgin Islands of the United States, Guam, Tutuila and Manua and other islands of the Samoan group belonging to the United States, nor to parcels addressed to United States naval vessels or the United States Expeditionary Forces abroad; neither is it applicable to parcels addressed to foreign countries.

(i) Internal-revenue stamps for use in paying the tax on parcel-post mail are supplied to postmasters for sale to the public.

For further information regarding the foregoing, address the Third Assistant Postmaster General, Division of Classification.

A. M. DOCKERY,  
Third Assistant Postmaster General.

DECLARATION OF INTEREST

STATE OF NEW YORK  
COUNTY OF [ ]

I, [ ] of the County of [ ] State of New York, do hereby certify that

[ ] is a resident of the County of [ ] State of New York.

Witness my hand and seal this [ ] day of [ ] 19[ ]

Attest: [ ]  
[ ]  
[ ]

Notary Public in and for the State of New York

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DEPARTMENT OF AGRICULTURE  
WASHINGTON

April 1, 1918.

MEMORANDUM NO. 229.

Regarding the acceptance of registered or coupon Liberty bonds as security from bidders and contractors for furnishing supplies to the Department of Agriculture.

SECTION A. - LIBERTY BONDS AS GUARANTIES ON PROPOSALS.

1. Liberty bonds (registered or coupon) will be accepted at par by the Department of Agriculture as guaranties on proposals received in connection with the purchase of supplies.
2. Liberty bonds submitted as guaranties on proposals shall be delivered in person or forwarded by registered mail, at the sender's risk, to the Chief Clerk, Department of Agriculture, Washington, D. C., except in the case of proposals which may be accepted by the Chief of the Weather Bureau, the Forester, or a district forester, the Director of the Office of Public Roads and Rural Engineering, or a district engineer of that office, and the officials in charge of insular experiment stations, as provided by Paragraph 31 of the Fiscal Regulations. In such cases Liberty bonds submitted as guaranties on proposals should be delivered to and receipted for by the administrative officer charged with the acceptance of the proposals. Upon receipt of Liberty bonds the Chief Clerk or other administrative officer will issue duplicate receipts therefor, the original





receipt to be given or forwarded, as the case may require, to the party submitting the proposal.

3. Liberty bonds thus received by the Chief Clerk or other administrative officer, will be immediately transmitted to and, pending the award of contract, remain in the custody of the Disbursing Clerk, or, in the case of field proposals, the most available fiscal or disbursing agent of the Department.

4. Immediately upon making an award the administrative officer shall notify the disbursing officer having custody of the bonds who shall promptly return by registered mail, at owner's risk, Liberty bonds deposited by unsuccessful bidders. A registry return card should be demanded from the Post Office Department in each case as evidence of the return and delivery.

5. Liberty bonds pertaining to accepted proposals will be retained until formal contract has been executed and proper surety given, after which the bonds will be returned in the manner prescribed by paragraph 4.

#### SECTION B. - LIBERTY BONDS AS SURETY ON CONTRACTS.

1. Liberty bonds (registered or coupon) will be accepted at par by the Department of Agriculture as security from a surety or sureties on the bond of a contractor in connection with contracts for supplies, in which event the surety or sureties will not be required to furnish affidavits of justification as to their financial responsibility. But Liberty bonds may, in the discretion of the administrative officer having in charge the acceptance of a proposal, be accepted from the contractor in lieu of surety bond, and Paragraphs 31 and 46 of the Fiscal Regulations are amended accordingly.

2. Liberty bonds submitted in connection with contracts shall be



delivered to and receipted for by the proper administrative officer as provided in paragraph 2, Section A, of this Memorandum, the receipt to be given or forwarded, as the case may require, to the party making the contract.

3. During the life of a contract, in connection with which Liberty bonds have been given as surety, and until such time as the Chief Clerk or other administrative officer of the department is advised by competent authority that the provisions of the contract have been complied with, bonds will be held in the custody of the Disbursing Clerk, or, in the case of field contracts, in the custody of the most available fiscal or disbursing agent of the department, who will make arrangements with the contractors for delivery to them of the accruing interest coupons on such bonds.

4. Upon completion of a contract the bonds will be returned to the contractors in the manner prescribed by paragraph 4, Section A, of this Memorandum.

#### GENERAL INSTRUCTIONS.

1. In forwarding coupon Liberty bonds to the Chief Clerk or other administrative officer of the Department of Agriculture, bidders and contractors should have the bonds properly insured against loss while in transit. Registered bonds need not be insured against loss in transit unless the bidders or contractors so elect.

2. Bidders and contractors depositing coupon Liberty bonds as provided by this Memorandum shall submit with such bonds a properly executed power of attorney in favor of the Secretary of Agriculture authorizing and empowering him to sell such bond or bonds, without notice, at public or



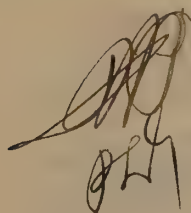
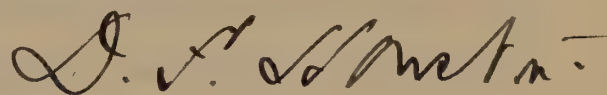


private sale, free from any equity of redemption, notice and right to redeem being waived, and to apply the proceeds in full, or in part, as the case may be, to any deficiency arising through any default or failure of the bidder to enter into a formal contract with the United States pursuant to his bid, or to perform faithfully all of the conditions and provisions of the contract.

3. Bidders and contractors depositing registered Liberty bonds in compliance with this Memorandum must assign such registered bonds to the Secretary of Agriculture.

4. Liberty bonds being held by fiscal or disbursing officers as guaranties or sureties must not in case of the default of a bidder or contractor be sold or otherwise disposed of until specifically authorized by the Secretary. The facts surrounding any case of default by a bidder or contractor should be promptly communicated to the Chief of Bureau concerned who in turn will advise the Secretary and recommend action.

5. All officers of the Department of Agriculture having in charge the acceptance of proposals and the award of contracts for supplies shall comply strictly with the instructions of this Memorandum when accepting Liberty bonds as guaranties on proposals or sureties on contracts.

A handwritten signature in dark ink, appearing to be a stylized 'J' or 'I' followed by a flourish.A handwritten signature in dark ink, appearing to be 'J. S. Smith'.

Secretary.



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DEPARTMENT OF AGRICULTURE  
WASHINGTON

April 6, 1918.

MEMORANDUM NO. 230

Regarding Preparation of Program of Work  
for Fiscal Year 1919.

Each bureau or office is requested to submit to this office, not later than May 1, statements of the various projects upon which it is planned to undertake work during the coming fiscal year, for use in preparing the Program of Work of the Department for 1919.

These statements should be prepared in two separate sections-- the first to include only those activities which are to be financed from regular funds of the Department; and the second to cover activities to be financed from emergency funds, such as those contemplated by the food production act. In the latter case, the statements should be based on the emergency estimates as approved by the Secretary, necessary readjustments to be made later.

Detailed instructions for preparing the material for the Program of Work are contained in paragraph 145 (revised) of the Administrative Regulations and in Memorandum 191 of the Office of the Secretary.

Special attention is called to paragraph 148 of the Administrative Regulations requiring approval by the Secretary of all proposed new projects before the work is undertaken.

*D. L. Houston*

Secretary.





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DEPARTMENT OF AGRICULTURE  
WASHINGTON

April 9, 1918.

MEMORANDUM NO. 231

TRANSPORTATION MATTERS.

The present abnormal transportation situation has thrown upon the Department of Agriculture a large volume of work necessitating action either with the carriers direct or with the office of the Director General of Railroads. Some of the questions involved originate within the Department, but the greater part of them arises from complaints and appeals for assistance from without, many of which are addressed to Bureau Chiefs or to other officials of the Department. They may be classified under the following general heads:

A. Shipments tendered by or for the use of the Department of Agriculture

1. Refused by carriers on account of embargoes or shortage of cars.

2. Delayed in transit.

B. Car shortage or embargoes adversely affecting the movement of

1. Agricultural products.

Handwritten signature or title at the top of the page.

Main body of handwritten text, consisting of several lines of cursive script.

2. Material, supplies, and equipment for use in agricultural production, and raw material for the manufacture of such supplies and equipment.

3. Containers for use in shipping farm products or food-stuffs, and material used in the manufacture of such containers.

In order that all questions of this kind may be handled uniformly and most effectively, it is directed that all complaints and appeals for assistance with respect to shipments included in paragraph B, be referred directly to the Bureau of Markets for handling.

The tracing of departmental material and supplies, covered by paragraph A, should be referred to the Office of Inspection, with the exception that all questions relating to the movement of seeds and containers therefor for the Office of Seed Distribution of the Bureau of Plant Industry should continue to be handled by the Bureau of Markets in accordance with arrangements already made.



Secretary.

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DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

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April 12, 1918.

MEMORANDUM NO. 232.

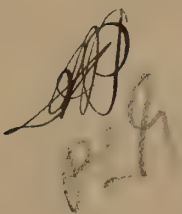
Appointment of Mr. G. I. Christie as  
Assistant to the Secretary.

Mr. G. I. Christie, Director of Extension Work in Indiana, has been appointed Assistant to the Secretary, effective April 15, 1918. Under the immediate supervision of Assistant Secretary Ousley, Mr. Christie will direct the activities of the Department in connection with the farm labor problem. The officers and employees of the Office of Farm Management engaged on this work will report directly to him.

All officers and employees of the Department are instructed to cooperate with Mr. Christie to the fullest possible extent in the prosecution of his duties. His office will be located at 224 12th Street, S. W.



Secretary.



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

Very respectfully,  
Yours truly,  
[Signature]

[Faint, illegible text follows]



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the Secretary's File Room

DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

April 24, 1918.

MEMORANDUM NO. 233

EMPLOYMENT OF LABORERS ON GOVERNMENT CONTRACTS.

FILE  
I.W.-PEW

The Department is advised by the Secretary of Labor that very much disorganization of labor engaged upon Government construction work has occurred by reason of misdirected and uncontrolled efforts of individual contractors, through advertisements and otherwise, to obtain labor for the performance of their contracts, frequently resulting in competition for labor between two or more contractors engaged in the execution of separate and independent contracts for the Government. It has not infrequently happened that laborers employed upon one Government contract have been drawn therefrom by offers of other contractors engaged upon different pieces of Government work. This has not only delayed the performance of the contracts but has increased the cost of the work as well.

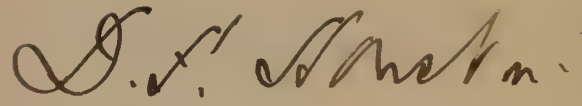
On the recommendation of the Secretary of Labor, in order to remedy these conditions as far as possible hereafter all invitations for bids for the performance of work for the Department of Agriculture involving the employment of labor shall contain the following notice:

The award of contract on any bid submitted for the performance of this work is conditioned upon the bidder agreeing not to advertise in newspapers or by any other means for labor of any kind whatsoever for





employment thereon, except in cases of unusual necessity where it would be advantageous to the interests of the Government and then only in such manner and under such conditions as may be approved in advance by the United States Department of Labor, and upon the bidder agreeing, in the event he requires additional labor, to obtain and accept such labor through the agency of the United States Employment Service of the said Department of Labor. A provision will be incorporated in each written contract providing for the employment of labor by the successful bidder in the manner above indicated.

A handwritten signature in dark ink, appearing to read "J. H. Johnston". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Secretary.



OFFICE OF  
THE SECRETARY OF AGRICULTURE

---

 April 29, 1918.

Mr. Harrison:

I took this over to Secretary Wilson's office and Mr. Kerwin referred me to Mr. Clayton of the Employment Service, who prepared the letter signed by the Secretary of Labor. Mr. Clayton read the memorandum and advised me that it covered all the points he had in mind and was o.k.



*Have made a note of this for consideration by Com. on Finance in connection with Administrative Reg*  


TO THE  
HONORABLE  
MEMBERS OF THE  
LEGISLATIVE  
COUNCIL OF THE  
STATE OF  
NEW YORK  
IN SENATE  
JANUARY 18, 1901





April , 1918.

MEMORANDUM NO.

[ TO THE CHIEFS OF BUREAUS, DIVISIONS AND OFFICES: ]

The Department is advised by the Secretary of Labor that very much disorganization of labor engaged upon Government construction work has occurred by reason of misdirected and uncontrolled efforts of individual contractors, through advertisements and otherwise, to obtain labor for the performance of their contracts, frequently resulting in competition for labor between two or more contractors engaged in the execution of separate and independent contracts for <sup>the</sup> Government. It has not infrequently happened that laborers employed upon one Government contract have been drawn therefrom by offers of other contractors engaged upon different pieces of Government work. This has not only delayed the performance of the contracts but has increased the cost of the work as well.

On the recommendation of the Secretary of Labor, in order to remedy these conditions as far as possible, hereafter all invitations for bids for the performance of work for the Department of Agriculture involving the employment of labor shall contain the following notice:



The award of contract on any bid submitted for the performance of this work is conditioned upon the bidder agreeing not to advertise in newspapers or by any other means for labor of any kind whatsoever for employment thereon, except in cases of unusual necessity where it would be advantageous to the interests of the Government and then only in such manner and under such conditions as may be approved in advance by the United States Department of Labor, and upon the bidder agreeing, in the event he requires additional labor, to obtain and accept such labor through the agency of the United States Employment Service of the said Department of Labor. A provision will be incorporated in each written contract providing for the employment of labor by the successful bidder in the manner above indicated.

Secretary.





OFFICE OF  
THE SECRETARY OF AGRICULTURE.

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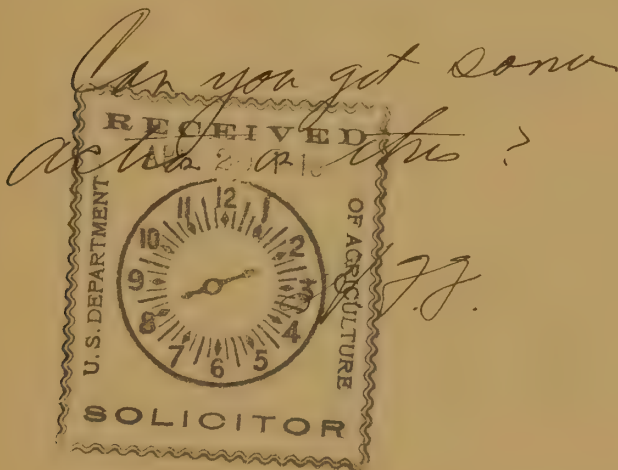
*Mr French*

*11/20*

*of Solicitor* Mr. French.

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|--------------------|----------------------|
| Approval.....      | Initials.....        |
| Attention.....     | Memorandum.....      |
| Comment.....       | Note and file.....   |
| Consideration..... | Note and return..... |
| Correction.....    | Recommendation.....  |
| Investigation..... | Rush.....            |

8-3460





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DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

- COPY

April 10, 1918.

Dear Mr. Williams:

I am enclosing herewith a copy of a letter which the Secretary has written to Secretary Wilson regarding the employment of laborers by Contractors engaged upon Government work. Will you not prepare an appropriate memorandum, for the Secretary's signature, to the chiefs of Bureaus, Divisions, and Offices, directing them to take the action indicated? Will you not also prepare an appropriate paragraph for inclusion in contracts hereafter executed by the Department?

Assistant to the Secretary.

DEPARTMENT OF COMMERCE  
OFFICE OF THE SECRETARY  
WASHINGTON

Very truly yours,  
[Signature]  
Secretary

Enclosed for the [Name]  
[Address]  
[City], [State]  
[Zip]

100-100000



DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SOLICITOR  
WASHINGTON

*Mosely*  
*Onsiders*  
APR 20 1918  
*OK*

MEMORANDUM FOR MR. HARRISON:

In compliance with the request contained in your memorandum of the 10th instant, I submit herewith for consideration proposed draft of a memorandum for the Secretary's signature relative to the inclusion in invitations to bid and contracts for Department work which necessitates the employment of labor.

*William*  
Acting Solicitor.

Inclosure.



Mr. French

Wm. Harding







DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

m-

April 10., 1918.

Dear Mr. Williams:

I am enclosing herewith a copy of a letter which the Secretary has written to Secretary Wilson regarding the employment of laborers by contractors engaged upon Government work. Will you not prepare an appropriate memorandum, for the Secretary's signature, to the chiefs of Bureaus, Divisions, and Offices, directing them to take the action indicated? Will you not also prepare an appropriate paragraph for inclusion in contracts hereafter executed by the Department?



Assistant to the Secretary.



DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

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April 29, 1918.

MEMORANDUM NO. 234.

Designation of Mr. Roy L. Swenson as  
Acting Mechanical Superintendent.

Mr. Joseph R. Gill has resigned from the position of mechanical superintendent, effective April 30. Pending the selection of his successor, Mr. Roy L. Swenson has been designated to serve as acting mechanical superintendent.

*A. J. Austin.*

Secretary.



A

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the Secretary's File Room

164-167  
248 employees in  
mil. for Aug.  
DEPARTMENT OF AGRICULTURE  
WASHINGTON

May 3, 1918.

MEMORANDUM NO. 235

Reports on Probationary Appointees.

The next to the last paragraph of Memorandum No. 164, current series, is hereby amended to read as follows:

Reports of this character, when made the basis of a bureau recommendation that the probationer's appointment be terminated, should accompany the recommendation transmitted to the Office of the Secretary.

In all other cases, the initial, intermediate, and final reports should be forwarded to the Office of the Secretary promptly at the end of the fifth month if the probationary appointment be for a six months period, and promptly at the end of the eleventh month if the probationary appointment be for a period of one year. No letter of transmittal will be necessary if the three reports uniformly indicate satisfactory service; but, in the event that other than satisfactory service has been rendered by the appointee at any time during the period of probation, whether any of the reports so indicate or not, the three reports, when transmitted, should be accompanied by a memorandum, directing specific attention to the probationer's unsatisfactory service and fully explaining why, in the face thereof, the bureau desires the appointment to become absolute.

After appropriate consideration in the Office of the Secretary, all reports prescribed by this Memorandum will be filed with the probationer's record in the Office of the Appointment Clerk.

*J. S. Smith*  
Secretary.





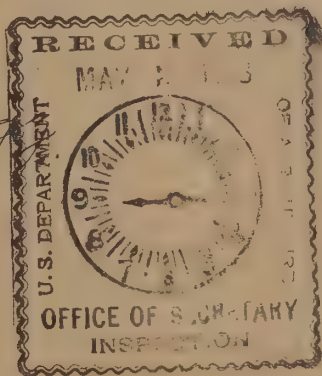
5/1

Mr Ashley

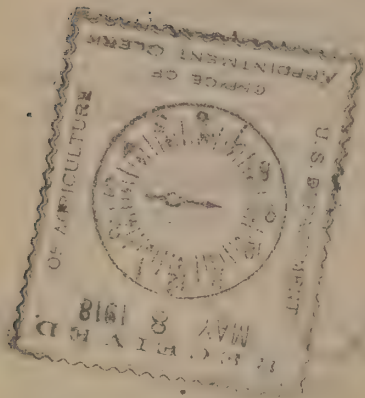
What is the  
meaning of the statement  
"immediately upon the  
receipt of the final report?"

There is nothing in  
attached to indicate that  
the reports should be received  
in Secy's office in ample  
time so that action could  
be taken if necessary or  
advisable.

H. J.



WASH DC



MEMORANDUM \_\_\_\_\_

Reports on Probationary Appointees.

Reports prescribed by Memorandum 164 in connection with the services of a probationary appointee, when made the basis of a recommendation that the probationer's appointment be terminated, should accompany the recommendation transmitted to the Office of the Secretary. In all other cases the initial, intermediate, and final reports should be forwarded to the Office of the Secretary immediately upon the receipt of the final report. In the latter case, no letter of transmittal will be necessary if the reports uniformly indicate satisfactory service; but in the event that other than satisfactory service has been rendered by the appointee at any time during the period of probation, whether the reports so indicate or not, the reports, when transmitted, should be accompanied by a memorandum directing specific attention to the probationer's unsatisfactory service and fully explaining why the bureau desires his appointment to become absolute.

Memorandum 164, current series, is amended accordingly.

Secretary.





*Also  
change in*

DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

*for fair  
new  
procedure*

8-

April 26, 1918.

This is the very question which occurred to me when we inaugurated the system. I spoke to Mr. Ashley about it several times and, as I recall the conversation, he deemed the present system adequate. The thought in my mind was that the bureaus should submit these reports to the Secretary immediately upon completion of the 5-months period, so that there might be an opportunity for the Secretary to take action adverse to that recommended by the bureau chief in case the reports seemed to indicate uncertainty as to the value of the man's services or the advisability of retaining him in the Department.

I think the present procedure could be amended and amplified by the issuance of a memorandum to the bureaus requesting that in all cases where the bureaus have not recommended in the initial or the intermediate report that the man's services be terminated, the final report be prepared at the expiration of the 5-months period (or the longer period allowed in the case of the Forest Service), and transmitted immediately to the Secretary's office for consideration. If such a practice were in effect, it would be possible to review every case and, if considered necessary or warranted by the facts, to disapprove the recommendation of the bureau chief that the appointment be allowed to become permanent.

*H. J. J.*



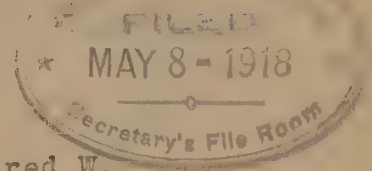
DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

OFFICE OF INSPECTION

April 24, 1918.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:



The attached reports on the services of Fred W. Boland as a probationary appointee in the Bureau of Animal Industry have been in the Office of Inspection before, but as they did not come forward until the probationary period had expired, no action on our part seemed to be indicated other than to send them to Mr. Pew for file with the employee's record, the Bureau seeming to have been content to permit the appointment to become absolute. As I understand the present procedure, final determination by the Bureau to permit a probationary employee's appointment to become absolute holds the case in the Bureau until it is too late for the Secretary's Office to act. This raises the question as to whether we should not amplify the procedure to provide for a look-in by the Secretary's Office during the probationary period when any of the reports show unsatisfactory service. There seems to be no provision for this at present. Mr. Williams and I have discussed this matter with Mr. Pew, and as soon as Mr. Pew can find the time, it is our intention to visit you and work out a



more complete procedure.

Very truly yours,

*Alex. McC. Ashley*

Inspector.

(enclosures)





OFFICE OF  
THE SECRETARY OF AGRICULTURE.

REFERRED TO

Department of Agriculture,  
the Secretary,  
WASHINGTON, D. C.

April 10, 1916.

*Mr. Ashley*  
FOR—

|                    |                      |
|--------------------|----------------------|
| Approval.....      | Initials.....        |
| Attention.....     | Memorandum.....      |
| Comment.....       | Note and file.....   |
| Consideration..... | Note and return..... |
| Correction.....    | Recommendation.....  |
| Investigation..... | Rush.....            |

8-3400

NUM NO. 164.

tionary Appointees.

quired by law preliminary to abso-  
to the examination held by the Civ-  
test, in a practical way, the fit-  
k to which he is assigned. It is  
racter of the services performed  
a matter of appropriate record so  
to the estimate placed upon his ser-  
eports. With this end in view it  
fter at least three reports relative  
r shall be made in writing to the

chief of the bureau concerned by the officer under whose immediate  
supervision the probationer serves. Where the probationary period  
involved is six months, these reports shall be submitted promptly  
at the end of the first, third, and fifth months; where the probation-  
ary period is twelve months, the required reports shall be submitted  
at the end of the sixth, ninth, and eleventh months. In all cases  
the initial and intermediate reports shall include the following in-  
formation:

*Note the intermediate  
report.*



United States Department of Agriculture,  
Office of the Secretary,  
WASHINGTON, D. C.

April 10, 1916.

MEMORANDUM NO. 164.

Reports on Probationary Appointees.

The probationary period required by law preliminary to absolute appointment is a supplement to the examination held by the Civil Service Commission in order to test, in a practical way, the fitness of the appointee for the work to which he is assigned. It is believed, therefore, that the character of the services performed by the probationer should be made a matter of appropriate record so that there may be no question as to the estimate placed upon his service by the official to whom he reports. With this end in view it is accordingly ordered that hereafter at least three reports relative to the service of each probationer shall be made in writing to the chief of the bureau concerned by the officer under whose immediate supervision the probationer serves. Where the probationary period involved is six months, these reports shall be submitted promptly at the end of the first, third, and fifth months; where the probationary period is twelve months, the required reports shall be submitted at the end of the sixth, ninth, and eleventh months. In all cases the initial and intermediate reports shall include the following information:





1. Name.
2. Title.
3. Salary.
4. Date of appointment.
5. Date of expiration of probationary period.
6. State from which appointed.
7. Place of employment.

**QUALITY** of services since appointment or since the date of the preceding report.

9. Such other information as the bureau may prescribe in accordance with its administrative needs.

The final report shall contain, in addition, a specific recommendation as to the probationer's fitness for absolute appointment. A suggested form is enclosed herewith.

All reports of this character will be held in the administrative office of the bureau until the probationer's appointment automatically becomes absolute or until it becomes necessary to recommend the termination of the probationary appointment because of unsatisfactory service or other reason; they will then be forwarded to the Office of the Secretary for filing with the probationer's record in the Appointment Clerk's office.

It is not intended that the foregoing provisions shall interfere with any additional procedure that the chiefs of bureaus may consider advisable.

*D. A. Houston*

Secretary.



REPORT ON SERVICES OF PROBATIONARY APPOINTEE.

-----  
Initial.

Intermediate.

Final.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Salary: \_\_\_\_\_ Date of appointment: \_\_\_\_\_

Date of expiration of probationary period: \_\_\_\_\_

State from \_\_\_\_\_ Place of  
which appointed: \_\_\_\_\_ employment: \_\_\_\_\_

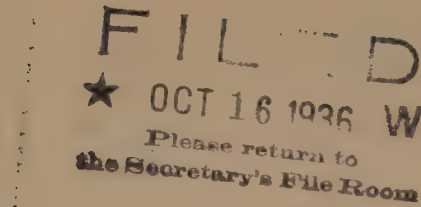
**QUALITY** of services since appointment or since the date of the previous  
report: \_\_\_\_\_

Remarks:

(Signed) \_\_\_\_\_  
(Title) \_\_\_\_\_



P



DEPARTMENT OF AGRICULTURE  
WASHINGTON

May 6, 1918.

MEMORANDUM NO. 236.

Appointment of Mr. Junius F. Cook as  
Assistant to the Secretary.

Mr. Junius F. Cook, of New York, has been appointed Assistant to the Secretary, effective April 29, 1918. Mr. Cook, in cooperation with the experts of the Office of Public Roads and Rural Engineering and the Office of Farm Management, will act as the immediate representative of the Secretary in dealing with problems arising in connection with the supply of farm machinery and equipment.

All officers and employees of the Department are instructed to cooperate with Mr. Cook to the fullest possible extent in the prosecution of his duties. His office is located in Room 32, West Wing.



Secretary.



WASHINGTON

THE UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

WATER RESOURCES DIVISION

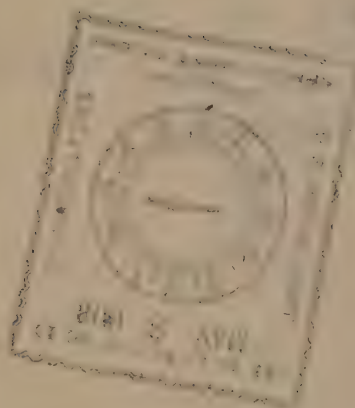
WATER RESOURCES DIVISION

WATER RESOURCES DIVISION

WATER RESOURCES DIVISION

WATER RESOURCES DIVISION

WATER RESOURCES DIVISION



PLEASE RETURN TO THE  
SECRETARY'S FILE ROOM.  
DEPARTMENT OF AGRICULTURE  
WASHINGTON

May 3, 1918.

MEMORANDUM NO.

Appointment of Mr. Junius F. Cook as  
Assistant to the Secretary.

Mr. Junius F. Cook, of New York, has been appointed Assistant to the Secretary, effective April 29, 1918. Mr. Cook, in co-operation with the experts of the Office of Public Roads and Rural Engineering and the Office of Farm Management, will act as the immediate representative of the Secretary in dealing with problems arising in connection with the supply of farm machinery and equipment. In general, he will investigate the situation with a view to discover whether there is any discrimination or any unfair practices in distribution from the manufacturer to the wholesale and retail dealers, and also secure specific information as to the probable output in order to determine whether the Department should take any additional action to stimulate production, to help secure allocation of materials and transportation, or to assist in speeding the distribution of the finished products to communities where they are most urgently needed.

All officers and employees of the Department are instructed



to cooperate with Mr. Cook to the fullest possible extent in the prosecution of his duties. His office is located in Room 32, West Wing.

Secretary.





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★ OCT 16 1936  
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DEPARTMENT OF AGRICULTURE

WASHINGTON

May 8, 1918.

MEMORANDUM NO. 237.

Designation of Mr. Don Carlos Ellis as Special Assistant to direct the motion picture and correlated activities of the Department.

Mr. Don Carlos Ellis, in charge of Educational Cooperation in the Forest Service, has been temporarily detailed to the Secretary's Office as Special Assistant to direct the motion picture and correlated activities of the Department under the supervision of Assistant Secretary Ousley and in cooperation with the Committee on Motion Picture Activities. Mr. Ellis will have immediate supervision of the motion picture laboratory, of expenditures from the appropriation for motion picture work and of all activities in the Division of Publications relating to motion pictures. His office is Room 220 East Wing.

  
Secretary.



THE UNITED STATES OF AMERICA  
DEPARTMENT OF AGRICULTURE



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DEPARTMENT OF AGRICULTURE  
WASHINGTON

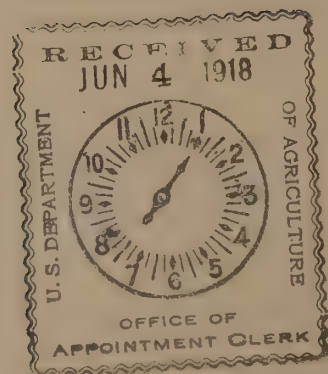
May 31, 1918.

MEMORANDUM NO. 238

Appointment of Mr. Roy L. Swenson as  
Mechanical Superintendent.

Mr. Roy L. Swenson has been appointed to the position of Mechanical Superintendent, effective June 1, 1918, vice Mr. Joseph R. Gill, resigned. All officers and employees of the Department are requested to cooperate with Mr. Swenson to the fullest extent in the performance of his duties.

  
Secretary.



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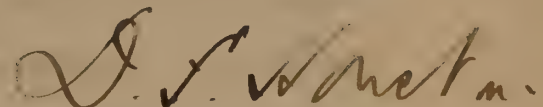
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WASHINGTON

June 1, 1918.

## MEMORANDUM NO. 239

Appointment of Mr. McKendree F. Jacques  
as representative of Department on General Supply Committee.

At his request, Mr. James E. Jones, Chief Clerk of the Bureau of Plant Industry, has been relieved from duty as representative of the Department of Agriculture on the General Supply Committee. Mr. McKendree F. Jacques, of the Bureau of Plant Industry, has been designated to succeed Mr. Jones. All officers and employees of the Department are requested to cooperate with him to the fullest possible extent in the performance of his duties.



Secretary.



DEPARTMENT OF AGRICULTURE  
WASHINGTON



UNITED STATES DEPARTMENT OF AGRICULTURE,  
OFFICE OF CHIEF CLERK,  
WASHINGTON, D. C.

June 3, 1918

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the Secretary's File Room

MEMORANDUM # 240

Appointment of Mr. T. L. Lipsett, District Passenger Agent of  
the Washington Terminal Lines under control of the  
United States Railroad Administration.

The Director General, U. S. Railroad Adminis-  
tration, advises that Mr. T. L. Lipsett has been  
appointed District Passenger Agent of the Washing-  
ton Terminal Lines under control of the United  
States Railroad Administration and will be locat-  
ed in Room 24, 1423 G Street, N.W., his telephone  
number being Main 906.

The Director General adds that this Department  
may call freely on Mr. Lipsett and the employees  
working under his supervision with reference to all  
specific matters in connection with travel, such as  
the preparation of itineraries, special car move-  
ments and other work of that character which cannot  
conveniently be done at the Consolidated Ticket Of-  
fice at 13th and F Streets.

*J. L. Smith*

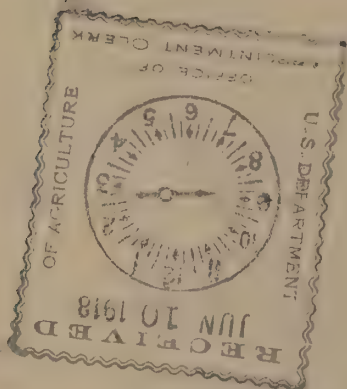
*Secretary*

RECEIVED  
JUN 10 1918  
U.S. DEPARTMENT OF AGRICULTURE  
OFFICE OF THE ASSISTANT SECRETARY  
WASHINGTON, D.C.

Station, Washington, D.C., June 10, 1918.

Dear Sir:  
Enclosed for the Bureau are three copies of the report of the  
Commissioner of the General Land Office, dated June 10, 1918,  
and in Room 11, 14th Street, N.W., Washington, D.C., and the  
number being 900.

Very respectfully,  
Assistant Secretary  
U.S. Department of Agriculture



16  
May 15, 1918.

Director General,

United States Railroad Administration.

Dear Mr. Director General:

I have your letter of May 9, advising that Mr. T. L. Lipsett has been appointed District Passenger Agent of the Washington Terminal Lines under control of the United States Railroad Administration, and that this Department may call upon him freely with reference to all specific matters in connection with travel, such as the preparation of itineraries, special car movements, and other work of that character.

The Department appreciates the tender of Mr. Lipsett's services and will avail itself of them as occasion serves. The various branches of this Department will be advised of Mr. Lipsett's appointment and of the availability of his services.

Very truly yours,

*A. P. Houston*

Secretary.

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# UNITED STATES RAILROAD ADMINISTRATION

W. G. MCADOO, DIRECTOR GENERAL

INTERSTATE COMMERCE BUILDING

DIVISION OF TRAFFIC

EDWARD CHAMBERS, DIRECTOR

WASHINGTON

May 8, 1918.

Dear Mr. Secretary:

Mr. T. L. Lipsett has been appointed District Passenger Agent of the Washington Terminal Lines under control of the United States Railroad Administration and will be located in Room 24, 1423 "G" Street, N. W., his telephone number being Main 906.

Mr. Lipsett and the employees working under his supervision will be glad to attend to (all specific matters in connection with travel, such as the preparation of itineraries, special car movements and other work of that character which cannot conveniently be done at the Consolidated Ticket Office at 13 & "F" Streets.) He will be at the service of your Department at all times. Please call on him freely whenever service of this nature is desired.

Yours very truly,

*W. G. McAdoo*

Director General.

Hon. David F. Houston,  
Secretary of Agriculture,  
Washington, D. C.



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the Secretary's File Room

DEPARTMENT OF AGRICULTURE  
WASHINGTON

June 8, 1918.

MEMORANDUM NO. 241.

Use of Transportation Requests under Order of the U. S.  
Railroad Administration, dated May 25, 1918.

Section 10 of General Order No. 28 ("Increased Freight and Passenger Rates") issued on May 25, 1918, by the Director General of the United States Railroad Administration, becomes effective June 10, 1918, and reads as follows:

Passengers traveling in standard sleeping cars and parlor cars shall be required to pay an additional passage charge of sixteen and two-thirds ( $16\frac{2}{3}$ ) per cent of the normal one-way fare, and passengers traveling in tourist sleeping cars an additional passage charge of eight and one-third ( $8\frac{1}{3}$ ) per cent of the normal one-way fare. The foregoing charges are in addition to those required for the occupancy of berths in sleeping cars or seats in parlor cars.

To comply with the provisions of this section, pending appropriate modification of the existing form of transportation requests, it will be necessary for an employee of the Department of Agriculture, when traveling on official business, to issue three transportation requests in connection with each journey involving the use of standard or tourist sleeping car, or parlor car accommodations. The first request will be drawn on the railroad company as heretofore for the ordinary fare at tariff rates. The second request, to cover the sleeping car or parlor car accommodations, will be drawn as heretofore upon the company furnishing





these accommodations. The third request, for the additional charge specified in Section 10, will be drawn upon the railroad company issuing the transportation on the first request. It will be necessary for the traveler, in drawing this third request, to insert the appropriate phrase from those indicated below:

1. If the travel involves the use of standard sleeping car accommodations, the words "For additional fare for travel in standard sleeping car" will be inserted.

2. If the travel involves the use of a tourist sleeping car, the words "For additional fare for travel in tourist sleeping car" will be inserted.

3. If the travel involves the use of a parlor car or chair car, the words "For additional fare for travel in parlor car" will be inserted.

The inserted matter should be placed in the blank space immediately above the signature and title of the officer countersigning the request; in all other respects the third request will be prepared in the same manner as the first request.



Secretary.





PLEASE RETURN TO THE  
SECRETARY'S FILE ROOM.

MEMORANDUM NO. 241. June 8, 1918.

Use of Transportation Requests under Order of the U. S.  
Railroad Administration, dated May 25, 1918.

Section 10 of General Order No. 28 ("Increased Freight and Passenger Rates") issued on May 25, 1918, by the Director General of the United States Railroad Administration, becomes effective June 10, 1918, and reads as follows:

Passengers traveling in standard sleeping cars and parlor cars shall be required to pay an additional passage charge of sixteen and two-thirds ( $16\frac{2}{3}$ ) per cent of the normal one-way fare, and passengers traveling in tourist sleeping cars an additional passage charge of eight and one-third ( $8\frac{1}{3}$ ) per cent of the normal one-way fare. The foregoing charges are in addition to those required for the occupancy of berths in sleeping cars or seats in parlor cars.

To comply with the provisions of this section, pending appropriate modification of the existing form of transportation requests, it will be necessary for an employee of the Department of Agriculture, when traveling on official business, to issue three transportation requests in connection with each journey involving the use of standard or tourist sleeping car, or parlor car accommodations. The first request will be drawn on the railroad company as heretofore for the ordinary fare at tariff rates. The second request, to cover the sleeping car or parlor car accommodations, will be drawn as heretofore upon the company furnishing

PLEASE RETURN TO THE  
SECRETARY'S FILE ROOM

MEMORANDUM NO. 241.

Use of Transportation Facilities and Service of the U. S.  
Railroad Administration, dated May 22, 1938.

Reference is made to the report of the Committee on Transportation Facilities and Service of the U. S. Railroad Administration, dated May 22, 1938, and to the report of the Committee on Transportation Facilities and Service of the U. S. Railroad Administration, dated May 22, 1938.

Passengers traveling in standard sleeping cars and in tourist sleeping cars are entitled to the use of the standard sleeping car and the tourist sleeping car. The standard sleeping car is a car with four berths and the tourist sleeping car is a car with six berths. The standard sleeping car is a car with four berths and the tourist sleeping car is a car with six berths. The standard sleeping car is a car with four berths and the tourist sleeping car is a car with six berths.

To comply with the provisions of this section, pending appropriate modification of the existing form of transportation request, it will be necessary for an employee of the Department of Agriculture, when traveling on official business, to issue three tickets for the use of standard or tourist sleeping car, or tourist car roomette. The first ticket will be issued to the employee and the second and third tickets will be issued to the sleeping car agent.

Very an advocate for the ordinary fare at tourist rates. The ordinary fare at tourist rates is the same as the ordinary fare at tourist rates. The ordinary fare at tourist rates is the same as the ordinary fare at tourist rates.



these accommodations. The third request, for the additional charge specified in Section 10, will be drawn upon the railroad company issuing the transportation on the first request. It will be necessary for the traveler, in drawing this third request, to insert the appropriate phrase from those indicated below:

1. If the travel involves the use of standard sleeping car accommodations, the words "For additional fare for travel in standard sleeping car" will be inserted.

2. If the travel involves the use of a tourist sleeping car, the words "For additional fare for travel in tourist sleeping car" will be inserted.

3. If the travel involves the use of a parlor car or chair car, the words "For additional fare for travel in parlor car" will be inserted.

The inserted matter should be placed in the blank space immediately above the signature and title of the officer countersigning the request; in all other respects the third request will be prepared in the same manner as the first request.

*D. A. Houston*

Secretary.

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2. If the travel involves the use of a ...  
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Section 10 of General Order No. 28 ("Increased Freight and Passenger Rates") issued on May 25, 1918, by the Director General of the United States Railroad Administration, <sup>herewith</sup> effective June 10, 1918, <sup>and</sup> reads as follows:

QUOTE

To comply with the provisions of the section <sup>quoted</sup> it will be necessary for ~~all~~ <sup>any</sup> employees of the Department of Agriculture, <sup>when traveling on official business,</sup> ~~whose official travel~~ involves the use of sleeping car or parlor car accommodations, to issue three transportation requests in connection with <sup>each</sup> ~~the~~ journey. The first request will be drawn ~~upon~~ <sup>from</sup> the railroad company for the ordinary fare at tariff rates. ~~This request, if presented alone, will be honored only for travel in ordinary coaches. To secure sleeping or parlor car accommodations, and as heretofore will be drawn as heretofore upon the it will be necessary to draw a second request as heretofore for such service, and a third request for the additional charge specified in Section 10.~~ <sup>The second request, will be drawn upon the railroad company for the additional charge specified in Section 10.</sup> It will be necessary in drawing the third request <sup>for the traveller</sup> to write in the blank space blocked off



~~immediately above the name and title of the countersigning officer~~

*the app. phrase from those indicated below,*  
~~the following~~

*inserted*  
1. If the travel ~~is in~~ *is in* standard sleeping car, the words

"For additional fare for travel in standard sleeping car" ~~must~~ *will* be inserted.

2. If the travel involves the use of a tourist sleeping car the words "For additional fare for travel in tourist sleeping car" ~~must~~ *will* be inserted.

3. If the travel involves the use of a parlor car or chair car the words "For additional fare for travel in parlor car" ~~must~~ *will* be inserted.

*The inserted matter should be placed in the blank spaces ~~in the middle of the~~ ~~request~~ ~~which~~ above the sig + title of the ~~countersigning~~ ~~officer~~*

*The third request ~~will~~ ~~in all the requests~~ ~~be~~ ~~the first~~ ~~one~~ ~~submitted~~ ~~by the~~ ~~insured~~ ~~in the same manner as the first request~~*





Where one request is issued by traveler for coach fare and sleeping car the words

"For travel in Standard Sleeping Car"

"For travel in Tourist Sleeping Car"

"For travel in Parlor Car"

Where two requests are issued, one to cover coach fare and the other to cover excess fare, the third request should have written across the face the following

1 "For additional fare for travel in Standard Sleeping Car"

2 "For additional fare for travel in Tourist Sleeping Car"

3 "For additional fare for travel in Parlor Car"

as the case may be.







DIRECTOR GENERAL OF RAILROADS

INTERSTATE COMMERCE BUILDING

WASHINGTON

June 5, 1918

To the  
Secretary, War Department  
Secretary, Navy Department  
Secretary, Department of Interior  
Secretary, Department of Agriculture  
Secretary, Department of Justice  
Secretary, Department of Commerce  
Secretary, Department of Labor  
Postmaster-General

Washington, D. C.

Sir:-

Under General Order No. 28 issued by the Director General of Railroads, which will be effective June 10, 1918, there will on and after that date be three classes of transportation charges, viz:

- (a) Fares for transportation in coaches
- (b) Fares for transportation in standard sleeping cars or parlor cars; these charges being exclusive of rates for berths, sections, etc. in such equipment.
- (c) Fares in tourist sleeping cars; these charges being exclusive of rates for berths and sections in tourist cars.

This is called to your particular attention for the reason that as transportation requests now call for tickets at the lowest available fare, on and after the above mentioned date all transportation requests will be honored only for tickets good in coaches unless passage in standard sleeping cars, parlor cars or tourist sleeping cars is specifically designated.

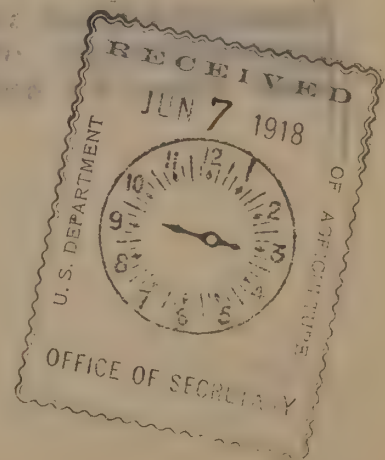
It is therefore suggested that the form of transportation request be revised to provide that if a class of accommodation other than that in coaches is to be furnished, such class be definitely indicated.

Yours truly,

Edward Chambers  
Director, Division of Traffic

*Mr. Ashler  
This ought to  
be immediate  
attention*

14





WAR DEPARTMENT  
OFFICE OF THE PROVOST MARSHAL GENERAL  
WASHINGTON

June 5, 1918.

FROM: Office of the Provost Marshal General.  
TO: Draft Executives in All States.  
SUBJECT: Transportation.

1. The following letter has just been received from the United States Railroad Administration and is published for your information and future guidance:

"Under General Order No. 28 issued by the Director General of Railroads, which will be effective June 10, 1918, there will on and after that date be three classes of transportation charges, viz:

(a) Fares for transportation in coaches;

(b) Fares for transportation in standard sleeping cars or parlor cars; these charges being exclusive of rates for berths, sections, etc., in such equipment.

(c) Fares in tourist sleeping cars; these charges being exclusive of rates for berths and sections in tourist cars.

This is called to your particular attention for the reason that as transportation requests now call for tickets at the lowest available fare, on and after the above mentioned date all transportation requests will be honored only for tickets good in coaches unless passage in standard sleeping cars, parlor cars or tourist sleeping cars is specifically designated.

It is therefore suggested that the form of transportation request be revised to provide that if a class of accomodation other than that in coaches is to be furnished, such class be definitely indicated."

2. Acting upon the directions given in this letter, it will be necessary that you direct all Local Boards that, on and after June 10th, the request for the transportation itself, shall be altered by striking out the words "lowest available" and inserting the words "coach", "tourist car", or "Pullman car", as the case may be. Local Boards must be impressed with the fact that "tourist car" or "Pullman car" can only be used under conditions described under the head "Sleeping Car Accomodations" on reverse side of Transportation Request Q. M. C. Form 255.

E. H. CROWDER,  
Provost Marshal General.





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DEPARTMENT OF AGRICULTURE  
WASHINGTON

July 3, 1918.

MEMORANDUM NO. 242.

Relative to increase of compensation at \$120 per annum  
to employees of the Department of Agriculture.

The attention of administrative officers of the Department of Agriculture is invited to the following provision of law contained in the Act making appropriations for the legislative, executive, and judicial expenses of the Government for the fiscal year ending June 30, 1919 (Public No. 188 ), approved July 3, 1918:

Sec. 6. That all civilian employees of the Governments of the United States and the District of Columbia who receive a total of compensation at the rate of \$2,500 per annum or less, except as otherwise provided in this section, shall receive, during the fiscal year ending June thirtieth, nineteen hundred and nineteen, additional compensation at the rate of \$120 per annum: Provided, That such employees as receive a total of annual compensation at a rate more than \$2,500 and less than \$2,620 shall receive additional compensation at such a rate per annum as may be necessary to make their salaries, plus their additional compensation, at the rate of \$2,620 per annum, and no employee shall receive additional compensation under this section at a rate which is more than thirty per centum of the rate of the total annual compensation received by such employee: Provided further, That the increased compensation at the rates of five and ten per centum for the fiscal year ending June thirtieth, nineteen hundred and eighteen, shall not be computed as salary in construing this section:



Provided further, That where an employee in the service on June thirtieth, nineteen hundred and seventeen, has received during the fiscal year nineteen hundred and eighteen, or shall receive during the fiscal year nineteen hundred and nineteen an increase of salary at a rate in excess of \$200 per annum, or where an employee whether previously in the service or not, has entered the service since June thirtieth, nineteen hundred and seventeen, whether such employee has an increase in salary or not, such employees shall be granted the increased compensation provided herein only when and upon the certification of the person in the legislative branch or the head of the department or establishment employing such persons of the ability and qualifications personal to such employees as would justify such increased compensation: Provided further, That the increased compensation provided in this section to employees whose pay is adjusted from time to time through wage boards or similar authority shall be taken into consideration by such wage boards or similar authority in adjusting the pay of such employees.

The provisions of this section shall not apply to the following: Employees paid from the postal revenues and sums which may be advanced from the Treasury to meet deficiencies in the postal revenues; employees of the Panama Canal on the Canal Zone; employees of the Alaskan Engineering Commission in Alaska; employees paid from lump-sum appropriations in bureaus, divisions, commissions, or any other governmental agencies or employments created by law since January first, nineteen hundred and sixteen; employees whose duties require only a portion of their time, except charwomen, who shall be included; employees whose services are utilized for brief periods at intervals; persons employed by or through corporations, firms, or individuals acting for or on behalf of or as agents of the United States or any department or independent establishment of the Government of the United States in connection with construction work or the operation of plants; employees who receive a part of their pay from any outside sources under cooperative arrangements with the Government of the United States or the District of Columbia; employees who serve voluntarily or receive only a nominal compensation, and employees who may be provided with special allowances because of their service in foreign countries. The provisions of this section shall not apply to employees of the railroads taken over by the United States, and nothing contained herein shall be deemed a recognition of the employees of such railroads as employees of the United States.

Section six of the legislative, executive, and judicial appropriation Act approved May tenth, nineteen hundred and sixteen, as amended by the naval appropriation Act approved August





twenty-ninth, nineteen hundred and sixteen, shall not operate to prevent anyone from receiving the additional compensation provided in this section who otherwise is entitled to receive the same.

Such employees as are engaged on piecework, by the hour, or at per diem rates, if otherwise entitled to receive the additional compensation, shall receive the same at the rate to which they are entitled in this section when their fixed rate of pay for the regular working hours and on the basis of three hundred and thirteen days in the said fiscal year would amount to \$2,500 or less: Provided, That this method of computation shall not apply to any per diem employees regularly paid a per diem for every day in the year.

So much as may be necessary to pay the additional compensation provided in this section to employees of the Government of the United States is appropriated out of any money in the Treasury not otherwise appropriated.

So much as may be necessary to pay the increased compensation provided in this section to employees of the government of the District of Columbia is appropriated, one-half out of any money in the Treasury not otherwise appropriated and one-half out of the revenues of the District of Columbia, except to employees of the Washington Aqueduct and the water department, which shall be paid entirely from the revenues of the water department.

So much as may be necessary to pay the increased compensation provided in this section to persons employed under trust funds who may be construed to be employees of the Government of the United States or the District of Columbia is authorized to be paid, respectively, from such trust funds.

Reports shall be submitted to Congress on the first day of the next regular session showing for the first four months of the fiscal year the average number of employees in each department, bureau, office, or establishment receiving the increased compensation at the rate of \$120 per annum and the average number by grades receiving the same at each other rate.

In order to secure uniformity of practice throughout the Department and avoid confusion as to the applicability of these salary increases to the various classes of employees, this memorandum is promulgated.

1. The five and ten per cent increases provided by the Agri-





cultural Act approved March 4, 1917, for the fiscal year 1918, will terminate on June 30, 1918.

2. All employees on statutory and lump-fund rolls of the Department of Agriculture receiving salaries of not less than \$400 per annum nor more than \$2,500 per annum (except those employees enumerated in paragraphs 3 and 4 of this memorandum), will receive increased compensation at the rate of \$120 per annum during the fiscal year 1919, provided such employees have been continuously in the service of the department since June 30, 1917.

a. Employees receiving more than \$2,500 per annum and less than \$2,620 per annum will receive increased compensation at a rate sufficient to bring their salaries up to the maximum of \$2,620 per annum.

b. Employees receiving less than \$400 per annum will receive increased compensation at the rate of thirty per cent per annum.

c. The salaries of employees engaged on piece work, by the hour, or at per diem rates, shall be computed on the basis of 313 days in a year, and, if not prohibited by paragraph 4, increased compensation will be allowed as follows: (1) at the rate of \$120 per annum if the total annual salary is not less than \$400 nor more than \$2,500: Provided, that employees whose annual salaries aggregate more than \$2,500, but less than \$2,620, will receive increased compensation at a rate sufficient to bring their salaries up to the maximum of \$2,620 per annum, and (2) at the rate of 30 per cent per annum if the total annual salary is less than \$400.



3. The law provides that where an employee in the service on June 30, 1917, has received, during the fiscal year 1918, or shall receive, during the fiscal year 1919, an increase of salary at a rate in excess of \$200 per annum, or where an employee, whether previously in the service or not, has entered the service since June 30, 1917, whether such employee has received an increase in pay or not, such employees shall be granted the increased compensation of \$120 per annum, only upon the certification of the Secretary of Agriculture that the ability and qualifications personal to such employees justify such increase of compensation. The impracticability of establishing a hard and fast rule to govern cases falling within the purview of this exception is apparent. Administrative officers are therefore directed to submit all such cases to the Secretary for his determination. The facts in each case would be clearly set forth with the recommendation of the chief of bureau concerned.

4. The following classes of employees will in no circumstances be entitled to the increase of compensation:

- a. Employees whose duties require only a portion of their time, except charwomen, who shall be included.
- b. Employees whose services are utilized for brief periods at intervals.
- c. Employees who receive a part of their pay from any outside source under cooperative arrangements with the Department of Agriculture.
- d. Employees who serve voluntarily or receive only a nominal compensation.
- e. Employees paid from lump-sum appropriations in bureaus, divisions, commissions, or any other governmental agencies or employments created by law since January first, nineteen hundred and sixteen.

5. All persons appointed subsequent to June 30, 1917, on lump-sum rolls at salaries which include an additional amount sufficient to







meet the increase of compensation granted certain classes of employees by the Agricultural Act for the fiscal year 1918 will, for the fiscal year 1919, receive new appointments at their basic salaries, that is, the salaries they are now receiving less the amount which is considered increase of compensation. For example, employees now receiving \$1,470 (\$1,400 plus 5%) will, on July 1, 1918, be reappointed at salaries of \$1,400; employees now receiving \$990 (\$900 plus 10%) will be reappointed at \$900 and so on.

To aid the appointment clerk in the matter of drawing new appointments, chiefs of bureaus are directed to submit to the Office of the Secretary promptly on July 1, 1918, lists of all such employees in their respective bureaus, showing as to each employee the basic salary and the amount which is considered increase of compensation. The question of granting these employees the increase of compensation provided by the Legislative Act of July 3, 1918, will then be determined by the Secretary upon recommendation of the chief of bureau in the manner prescribed by paragraph 3 of this memorandum.

Under the terms of the provision granting increased compensation to certain employees a report must be submitted to Congress on the first day of the next regular session showing, for the first four months of the fiscal year 1919, the average number of employees receiving increased compensation at the rate of \$120 per annum and the average number by grades receiving the same at each other rate. This information should be submitted by the chief of each bureau, division, and office to the Office of the Secretary not later than November 15, in order that a combined report for the entire department may be prepared. The necessary sample forms for

1. The first part of the report

is devoted to a general description

of the object of the study.

The second part of the report

is devoted to a description of the

method of the study, and the

results of the study are given

in the third part of the report.

The fourth part of the report

is devoted to a discussion of the

results of the study, and the

conclusions of the study are given

in the fifth part of the report.

The sixth part of the report

is devoted to a description of the

method of the study, and the

results of the study are given

in the seventh part of the report.

The eighth part of the report

is devoted to a discussion of the

results of the study, and the

submitting the information will be furnished later.

The rules governing the preparation of pay rolls in connection with the five and ten per cent increases for the current fiscal year, as prescribed by Memorandum No. 208 of June 12, 1917, should be followed in the preparation of salary vouchers and pay rolls where the \$120 or other increase of compensation is involved. The necessary salary tables for use in computing salaries for fractional parts of a month where increased compensation at the rate of thirty per cent per annum is involved are hereto attached.

*J. V. Hackett*  
Secretary.

*Noted  
JVP  
PLH*





UNITED STATES DEPARTMENT OF AGRICULTURE

Division of Accounts and Disbursements

Washington, D.C.

FILE  
P. L. GLADWIN

July 16, 1918.

*Copy to all Bureaus.*

In connection with Memorandum No. 242 of July 3, 1918, regarding increase of compensation to certain employees of the Governments of the United States and the District of Columbia for the fiscal year 1919, as provided by the Legislative Act of July 3, 1918, questions have been presented as to payments of the increase of compensation under certain conditions. At the suggestion of the Secretary's office I submitted the questions to the Comptroller of the Treasury, and his views on the subject as informally expressed to me are communicated to you for your information and guidance.

Question 1. An employee in the service on June 30, 1917, who was given a promotion of \$150 during the fiscal year 1918, and, in accordance with law, was granted increase of compensation beginning July 1, 1918, at the rate provided by the Legislative Act, is again promoted on August 1, 1918 (fiscal year 1919), the amount of such promotion being \$100 -- the total of the promotions received by the employee during the two fiscal years aggregating \$250. Does the increase of compensation which this employee received from July 1 to July 31 continue after this second promotion, or does it cease unless, for reasons personal to the employee, the Secretary of Agriculture certifies that he shall continue to receive the same?

Answer. The increase of compensation will cease on July 31, unless, for reasons personal to the employee, the Secretary of Agriculture certifies that he is further entitled thereto.

In deciding this question the Comptroller stated that the amount of all promotions received by an employee during the fiscal years 1918 and 1919 shall be added together and if the total thereof is in excess of \$200



FILE

40... 398

THE UNIVERSITY OF CHICAGO  
 DIVISION OF THE PHYSICAL SCIENCES  
 DEPARTMENT OF CHEMISTRY  
 5708 S. UNIVERSITY AVENUE  
 CHICAGO, ILL. 60637  
 TEL. 773-936-5000  
 FAX 773-936-5000

[illegible][illegible]

DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SOLICITOR  
WASHINGTON, D. C.

JUN 26 1918

MR. HARRISON:

I would suggest that in paragraph 4 on page 3 of the proposed memorandum the following be added:

- e. Employees paid from lump-sum appropriations in employments created by law since January 1, 1916.

*Wm. M. Loomis*  
Solicitor.

Inclosure.



United States Department of Agriculture,  
Bureau of Crop Estimates,

WASHINGTON, D. C.

June 25, 1918.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

Referring to Mr. Harrison's memorandum of April 5, relative to the preparation of instructions to the bureaus for the carrying out of the provision calling for a horizontal increase in the salaries of certain classes of employees, included in the legislative, executive and judicial appropriation bill for 1919 as passed by the House of Representatives, the Advisory Committee on Finance and Business Methods has had this matter under consideration for some time, but owing to the fact that certain features of the provision in question have been under discussion in conference in Congress, it has been deemed advisable to hold the matter in abeyance until the proposed legislation could assume definite form. The Committee transmits herewith a memorandum containing proposed instructions which it is thought cover all points involved and which should be issued as soon as the legislative, executive and judicial appropriation act has been approved. Certain data still remain to be inserted in the memorandum, but these will not be available until the appropriation act has been approved by the President, when they can be readily and promptly inserted. A new table of salaries is also submitted.

Respectfully,



Chairman,  
Advisory Committee on Finance  
and Business Methods.



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D E P A R T M E N T   O F   A G R I C U L T U R E .

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S A L A R Y   T A B L E S .

For use in computing salary for fractional parts of a month due employees whose regular rate is less than \$400 per annum, and who receive increase of compensation at the rate of 30 per cent per annum.

-----

Note.-- In computing salary for fractional parts of a month due employees who receive increase of compensation at the flat rate of \$120 per annum the Government salary tables should be followed and the total salary for a given period arrived at by adding the amount due at the regular rate and the amount due at the rate of \$120 per annum for the same period.

1884-1885

1886-1887

1888-1889

1890-1891

Regular Compensation  
\$60 per annum

Rate of Increase  
30 per cent

Total per annum  
\$78

Daily salary

Monthly salary

| Regular compensation | Increase of compensation | Total | Regular compensation | Increase of compensation | Total  |
|----------------------|--------------------------|-------|----------------------|--------------------------|--------|
| 1 day ....           | \$.17:                   | \$.22 | January ...          | \$5.00:                  | \$6.50 |
| 2 days ...           | .33:                     | .43   | February ..          | 5.00:                    | 6.50   |
| 3 days ...           | .50:                     | .65   | March .....          | 5.00:                    | 6.50   |
| 4 days ...           | .67:                     | .87   | April .....          | 5.00:                    | 6.50   |
| 5 days ...           | .83:                     | 1.08  | May .....            | 5.00:                    | 6.50   |
| 6 days ...           | 1.00:                    | 1.30  | June .....           | 5.00:                    | 6.50   |
| 7 days ...           | 1.17:                    | 1.52  | July .....           | 5.00:                    | 6.50   |
| 8 days ...           | 1.33:                    | 1.73  | August .....         | 5.00:                    | 6.50   |
| 9 days ...           | 1.50:                    | 1.95  | September ..         | 5.00:                    | 6.50   |
| 10 days ...          | 1.67:                    | 2.17  | October ....         | 5.00:                    | 6.50   |
| 11 days ...          | 1.83:                    | 2.38  | November ...         | 5.00:                    | 6.50   |
| 12 days ...          | 2.00:                    | 2.60  | December ...         | 5.00:                    | 6.50   |
| 13 days ...          | 2.17:                    | 2.82  |                      |                          |        |
| 14 days ...          | 2.33:                    | 3.03  | Yearly               |                          |        |
| 15 days ...          | 2.50:                    | 3.25  | salary               | 60.00:                   | 78.00  |
| 16 days ...          | 2.67:                    | 3.47  |                      |                          |        |
| 17 days ...          | 2.83:                    | 3.68  |                      |                          |        |
| 18 days ...          | 3.00:                    | 3.90  |                      |                          |        |
| 19 days ...          | 3.17:                    | 4.12  |                      |                          |        |
| 20 days ...          | 3.33:                    | 4.33  |                      |                          |        |
| 21 days ...          | 3.50:                    | 4.55  |                      |                          |        |
| 22 days ...          | 3.67:                    | 4.77  |                      |                          |        |
| 23 days ...          | 3.83:                    | 4.98  |                      |                          |        |
| 24 days ...          | 4.00:                    | 5.20  |                      |                          |        |
| 25 days ...          | 4.17:                    | 5.42  |                      |                          |        |
| 26 days ...          | 4.33:                    | 5.63  |                      |                          |        |
| 27 days ...          | 4.50:                    | 5.85  |                      |                          |        |
| 28 days ...          | 4.67:                    | 6.07  |                      |                          |        |
| 29 days ...          | 4.83:                    | 6.28  |                      |                          |        |
| 30 days ...          | 5.00:                    | 6.50  |                      |                          |        |



| Regular compensation<br>\$100 per annum |                          |       | Rate of Increase<br>30 per cent |                      |                          | Total per annum<br>\$130 |         |  |
|-----------------------------------------|--------------------------|-------|---------------------------------|----------------------|--------------------------|--------------------------|---------|--|
| Daily Salary                            |                          |       | :                               | Monthly Salary.      |                          |                          | :       |  |
| Regular Compensation                    | Increase of compensation | Total | :                               | Regular Compensation | Increase of compensation | Total                    | :       |  |
| 1 day ...\$0.28 :                       | \$0.08                   | :     | \$0.36                          | :January ..\$8.33 :  | \$2.50                   | :                        | \$10.83 |  |
| 2 days .. .56 :                         | .17                      | :     | .73                             | :February . 8.33 :   | 2.50                     | :                        | 10.83   |  |
| 3 days .. .83 :                         | .25                      | :     | 1.08                            | :March .... 8.34 :   | 2.50                     | :                        | 10.84   |  |
| 4 days .. 1.11 :                        | .33                      | :     | 1.44                            | :April .... 8.33 :   | 2.50                     | :                        | 10.83   |  |
| 5 days .. 1.39 :                        | .42                      | :     | 1.81                            | :May ..... 8.33 :    | 2.50                     | :                        | 10.83   |  |
| 6 days .. 1.67 :                        | .50                      | :     | 2.17                            | :June ..... 8.34 :   | 2.50                     | :                        | 10.84   |  |
| 7 days .. 1.94 :                        | .58                      | :     | 2.52                            | :July ..... 8.33 :   | 2.50                     | :                        | 10.83   |  |
| 8 days .. 2.22 :                        | .67                      | :     | 2.89                            | :August ... 8.33 :   | 2.50                     | :                        | 10.83   |  |
| 9 days .. 2.50 :                        | .75                      | :     | 3.25                            | :September. 8.34 :   | 2.50                     | :                        | 10.84   |  |
| 10 days . 2.78 :                        | .83                      | :     | 3.61                            | :October .. 8.33 :   | 2.50                     | :                        | 10.83   |  |
| 11 days . 3.06 :                        | .92                      | :     | 3.98                            | :November . 8.33 :   | 2.50                     | :                        | 10.83   |  |
| 12 days . 3.33 :                        | 1.00                     | :     | 4.33                            | :December . 8.34 :   | 2.50                     | :                        | 10.84   |  |
| 13 days . 3.61 :                        | 1.08                     | :     | 4.69                            | :                    | :                        | :                        | :       |  |
| 14 days . 3.89 :                        | 1.17                     | :     | 5.06                            | :Yearly              | :                        | :                        | :       |  |
| 15 days . 4.17 :                        | 1.25                     | :     | 5.42                            | :Salary 100.00 :     | 30.00                    | :                        | 130.00  |  |
| 16 days . 4.44 :                        | 1.33                     | :     | 5.77                            | -----                |                          |                          |         |  |
| 17 days . 4.72 :                        | 1.42                     | :     | 6.14                            | :                    |                          | :                        |         |  |
| 18 days . 5.00 :                        | 1.50                     | :     | 6.50                            | :                    |                          | :                        |         |  |
| 19 days . 5.28 :                        | 1.58                     | :     | 6.86                            | :                    |                          | :                        |         |  |
| 20 days . 5.56 :                        | 1.67                     | :     | 7.23                            | :                    |                          | :                        |         |  |
| 21 days . 5.83 :                        | 1.75                     | :     | 7.58                            | :                    |                          | :                        |         |  |
| 22 days . 6.11 :                        | 1.83                     | :     | 7.94                            | :                    |                          | :                        |         |  |
| 23 days . 6.39 :                        | 1.92                     | :     | 8.31                            | :                    |                          | :                        |         |  |
| 24 days . 6.67 :                        | 2.00                     | :     | 8.67                            | :                    |                          | :                        |         |  |
| 25 days . 6.94 :                        | 2.08                     | :     | 9.02                            | :                    |                          | :                        |         |  |
| 26 days . 7.22 :                        | 2.17                     | :     | 9.39                            | :                    |                          | :                        |         |  |
| 27 days . 7.50 :                        | 2.25                     | :     | 9.75                            | :                    |                          | :                        |         |  |
| 28 days . 7.78 :                        | 2.33                     | :     | 10.11                           | :                    |                          | :                        |         |  |
| 29 days . 8.06 :                        | 2.42                     | :     | 10.48                           | :                    |                          | :                        |         |  |
| 30 days . 8.33 :                        | 2.50                     | :     | 10.83                           | :                    |                          | :                        |         |  |
| -----                                   |                          |       |                                 | -----                |                          |                          |         |  |





| General Information |  |                |  | Financial Data |  |           |  |
|---------------------|--|----------------|--|----------------|--|-----------|--|
| Project Name        |  | Project Number |  | Budget         |  | Actuals   |  |
| Description         |  | Code           |  | Planned        |  | Actual    |  |
| Project A           |  | 101            |  | \$100,000      |  | \$95,000  |  |
| Project B           |  | 102            |  | \$200,000      |  | \$190,000 |  |
| Project C           |  | 103            |  | \$300,000      |  | \$280,000 |  |
| Project D           |  | 104            |  | \$400,000      |  | \$380,000 |  |
| Project E           |  | 105            |  | \$500,000      |  | \$480,000 |  |
| Project F           |  | 106            |  | \$600,000      |  | \$580,000 |  |
| Project G           |  | 107            |  | \$700,000      |  | \$680,000 |  |
| Project H           |  | 108            |  | \$800,000      |  | \$780,000 |  |
| Project I           |  | 109            |  | \$900,000      |  | \$880,000 |  |
| Project J           |  | 110            |  | \$1,000,000    |  | \$980,000 |  |

Regular Compensation  
\$120 per annum

Rate of Increase  
30 per cent

Total per annum  
\$156

Daily Salary.

Monthly Salary.

| Regular Compensation | Increase of Compensation | Total  | Regular Compensation | Increase of compensation | Total   |
|----------------------|--------------------------|--------|----------------------|--------------------------|---------|
| 1 day ...\$0.33      | \$0.10                   | \$0.43 | January ...\$10.00   | \$3.00                   | \$13.00 |
| 2 days .. .67        | .20                      | .87    | February .. 10.00    | 3.00                     | 13.00   |
| 3 days .. 1.00       | .30                      | 1.30   | March ..... 10.00    | 3.00                     | 13.00   |
| 4 days .. 1.33       | .40                      | 1.73   | April ..... 10.00    | 3.00                     | 13.00   |
| 5 days .. 1.67       | .50                      | 2.17   | May ..... 10.00      | 3.00                     | 13.00   |
| 6 days .. 2.00       | .60                      | 2.60   | June ..... 10.00     | 3.00                     | 13.00   |
| 7 days .. 2.33       | .70                      | 3.03   | July ..... 10.00     | 3.00                     | 13.00   |
| 8 days .. 2.67       | .80                      | 3.47   | August .... 10.00    | 3.00                     | 13.00   |
| 9 days .. 3.00       | .90                      | 3.90   | September . 10.00    | 3.00                     | 13.00   |
| 10 days . 3.33       | 1.00                     | 4.33   | October ... 10.00    | 3.00                     | 13.00   |
| 11 days . 3.67       | 1.10                     | 4.77   | November .. 10.00    | 3.00                     | 13.00   |
| 12 days . 4.00       | 1.20                     | 5.20   | December .. 10.00    | 3.00                     | 13.00   |
| 13 days . 4.33       | 1.30                     | 5.63   |                      |                          |         |
| 14 days . 4.67       | 1.40                     | 6.07   | Yearly               |                          |         |
| 15 days . 5.00       | 1.50                     | 6.50   | Salary 120.00        | 36.00                    | 156.00  |
| 16 days . 5.33       | 1.60                     | 6.93   |                      |                          |         |
| 17 days . 5.67       | 1.70                     | 7.37   |                      |                          |         |
| 18 days . 6.00       | 1.80                     | 7.80   |                      |                          |         |
| 19 days . 6.33       | 1.90                     | 8.23   |                      |                          |         |
| 20 days . 6.67       | 2.00                     | 8.67   |                      |                          |         |
| 21 days . 7.00       | 2.10                     | 9.10   |                      |                          |         |
| 22 days . 7.33       | 2.20                     | 9.53   |                      |                          |         |
| 23 days . 7.67       | 2.30                     | 9.97   |                      |                          |         |
| 24 days . 8.00       | 2.40                     | 10.40  |                      |                          |         |
| 25 days . 8.33       | 2.50                     | 10.83  |                      |                          |         |
| 26 days . 8.67       | 2.60                     | 11.27  |                      |                          |         |
| 27 days . 9.00       | 2.70                     | 11.70  |                      |                          |         |
| 28 days . 9.33       | 2.80                     | 12.13  |                      |                          |         |
| 29 days . 9.67       | 2.90                     | 12.57  |                      |                          |         |
| 30 days .10.00       | 3.00                     | 13.00  |                      |                          |         |



| Regular compensation<br>\$150 per annum |                          |        | Rate of Increase<br>30 per cent |                      |                          | Total per annum<br>\$195 |  |  |
|-----------------------------------------|--------------------------|--------|---------------------------------|----------------------|--------------------------|--------------------------|--|--|
| Daily Salary                            |                          |        | :                               | Monthly Salary       |                          |                          |  |  |
| Regular Compensation                    | Increase of compensation | Total  | :                               | Regular compensation | Increase of compensation | Total                    |  |  |
| :                                       | :                        | :      | :                               | :                    | :                        | :                        |  |  |
| 1 day ...\$0.42:                        | \$0.13                   | \$0.55 | :                               | January ...\$12.50   | \$3.75                   | \$16.25                  |  |  |
| 2 days .. .83:                          | .25                      | 1.08   | :                               | February .. 12.50    | 3.75                     | 16.25                    |  |  |
| 3 days .. 1.25:                         | .38                      | 1.63   | :                               | March ..... 12.50    | 3.75                     | 16.25                    |  |  |
| 4 days .. 1.67:                         | .50                      | 2.17   | :                               | April ..... 12.50    | 3.75                     | 16.25                    |  |  |
| 5 days .. 2.08:                         | .62                      | 2.70   | :                               | May ..... 12.50      | 3.75                     | 16.25                    |  |  |
| 6 days .. 2.50:                         | .75                      | 3.25   | :                               | June ..... 12.50     | 3.75                     | 16.25                    |  |  |
| 7 days .. 2.92:                         | .88                      | 3.80   | :                               | July ..... 12.50     | 3.75                     | 16.25                    |  |  |
| 8 days .. 3.33:                         | 1.00                     | 4.33   | :                               | August .... 12.50    | 3.75                     | 16.25                    |  |  |
| 9 days .. 3.75:                         | 1.13                     | 4.88   | :                               | September . 12.50    | 3.75                     | 16.25                    |  |  |
| 10 days . 4.17:                         | 1.25                     | 5.42   | :                               | October ... 12.50    | 3.75                     | 16.25                    |  |  |
| 11 days . 4.58:                         | 1.37                     | 5.95   | :                               | November .. 12.50    | 3.75                     | 16.25                    |  |  |
| 12 days . 5.00:                         | 1.50                     | 6.50   | :                               | December 1. 12.50    | 3.75                     | 16.25                    |  |  |
| 13 days . 5.42:                         | 1.63                     | 7.05   | :                               |                      |                          |                          |  |  |
| 14 days . 5.83:                         | 1.75                     | 7.58   | :                               | Yearly               |                          |                          |  |  |
| 15 days . 6.25:                         | 1.88                     | 8.13   | :                               | salary               | 150.00                   | 45.00                    |  |  |
| 16 days . 6.67:                         | 2.00                     | 8.67   | :                               |                      |                          |                          |  |  |
| 17 days . 7.08:                         | 2.12                     | 9.20   | :                               |                      |                          |                          |  |  |
| 18 days . 7.50:                         | 2.25                     | 9.75   | :                               |                      |                          |                          |  |  |
| 19 days . 7.92:                         | 2.38                     | 10.30  | :                               |                      |                          |                          |  |  |
| 20 days . 8.33:                         | 2.50                     | 10.83  | :                               |                      |                          |                          |  |  |
| 21 days . 8.75:                         | 2.63                     | 11.38  | :                               |                      |                          |                          |  |  |
| 22 days . 9.17:                         | 2.75                     | 11.92  | :                               |                      |                          |                          |  |  |
| 23 days . 9.58:                         | 2.87                     | 12.45  | :                               |                      |                          |                          |  |  |
| 24 days .10.00:                         | 3.00                     | 13.00  | :                               |                      |                          |                          |  |  |
| 25 days .10.42:                         | 3.13                     | 13.55  | :                               |                      |                          |                          |  |  |
| 26 days .10.83:                         | 3.25                     | 14.08  | :                               |                      |                          |                          |  |  |
| 27 days .11.25:                         | 3.38                     | 14.63  | :                               |                      |                          |                          |  |  |
| 28 days .11.67:                         | 3.50                     | 15.17  | :                               |                      |                          |                          |  |  |
| 29 days .12.08:                         | 3.62                     | 15.70  | :                               |                      |                          |                          |  |  |
| 30 days .12.50:                         | 3.75                     | 16.25  | :                               |                      |                          |                          |  |  |

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1917



Regular Compensation  
\$180 per annum

Rate of Increase  
30 per cent

Total per annum  
\$234

| Daily Salary         |                          |        | Monthly Salary         |                          |         |
|----------------------|--------------------------|--------|------------------------|--------------------------|---------|
| Regular Compensation | Increase of compensation | Total  | Regular compensation   | Increase of compensation | Total   |
| 1 day ... \$0.50:    | \$0.15 :                 | \$0.65 | : January ... \$15.00: | \$4.50 :                 | \$19.50 |
| 2 days .. 1.00:      | .30 :                    | 1.30   | : February ... 15.00:  | 4.50 :                   | 19.50   |
| 3 days .. 1.50:      | .45 :                    | 1.95   | : March ..... 15.00:   | 4.50 :                   | 19.50   |
| 4 days .. 2.00:      | .60 :                    | 2.60   | : April ..... 15.00:   | 4.50 :                   | 19.50   |
| 5 days .. 2.50:      | .75 :                    | 3.25   | : May ..... 15.00:     | 4.50 :                   | 19.50   |
| 6 days .. 3.00:      | .90 :                    | 3.90   | : June ..... 15.00:    | 4.50 :                   | 19.50   |
| 7 days .. 3.50:      | 1.05 :                   | 4.55   | : July ..... 15.00:    | 4.50 :                   | 19.50   |
| 8 days .. 4.00:      | 1.20 :                   | 5.20   | : August ..... 15.00:  | 4.50 :                   | 19.50   |
| 9 days .. 4.50:      | 1.35 :                   | 5.85   | : September .. 15.00:  | 4.50 :                   | 19.50   |
| 10 days . 5.00:      | 1.50 :                   | 6.50   | : October .... 15.00:  | 4.50 :                   | 19.50   |
| 11 days . 5.50:      | 1.65 :                   | 7.15   | : November ... 15.00:  | 4.50 :                   | 19.50   |
| 12 days . 6.00:      | 1.80 :                   | 7.80   | : December ... 15.00:  | 4.50 :                   | 19.50   |
| 13 days . 6.50:      | 1.95 :                   | 8.45   | :                      | :                        | :       |
| 14 days . 7.00:      | 2.10 :                   | 9.10   | : Yearly               | :                        | :       |
| 15 days . 7.50:      | 2.25 :                   | 9.75   | : salary               | 180.00:                  | 54.00 : |
| 16 days . 8.00:      | 2.40 :                   | 10.40  |                        |                          | 234.00  |
| 17 days . 8.50:      | 2.55 :                   | 11.05  |                        |                          |         |
| 18 days . 9.00:      | 2.70 :                   | 11.70  |                        |                          |         |
| 19 days . 9.50:      | 2.85 :                   | 12.35  |                        |                          |         |
| 20 days . 10.00:     | 3.00 :                   | 13.00  |                        |                          |         |
| 21 days . 10.50:     | 3.15 :                   | 13.65  |                        |                          |         |
| 22 days . 11.00:     | 3.30 :                   | 14.30  |                        |                          |         |
| 23 days . 11.50:     | 3.45 :                   | 14.95  |                        |                          |         |
| 24 days . 12.00:     | 3.60 :                   | 15.60  |                        |                          |         |
| 25 days . 12.50:     | 3.75 :                   | 16.25  |                        |                          |         |
| 26 days . 13.00:     | 3.90 :                   | 16.90  |                        |                          |         |
| 27 days . 13.50:     | 4.05 :                   | 17.55  |                        |                          |         |
| 28 days . 14.00:     | 4.20 :                   | 18.20  |                        |                          |         |
| 29 days . 14.50:     | 4.35 :                   | 18.85  |                        |                          |         |
| 30 days . 15.00:     | 4.50 :                   | 19.50  |                        |                          |         |



| Regular compensation<br>\$200 per annum |                          |        | Rate of Increase<br>30 per cent |                          |         | Total per annum<br>\$260 : |  |  |
|-----------------------------------------|--------------------------|--------|---------------------------------|--------------------------|---------|----------------------------|--|--|
| Daily Salary                            |                          |        | Monthly Salary.                 |                          |         |                            |  |  |
| Regular Compensation                    | Increase of compensation | Total  | Regular compensation            | Increase of compensation | Total   |                            |  |  |
| 1 day ...\$0.56:                        | \$0.17 :                 | \$0.73 | :January ..\$16.66:             | \$5.00 :                 | \$21.66 |                            |  |  |
| 2 days .. 1.11:                         | .33 :                    | 1.44   | :February . 16.67:              | 5.00 :                   | 21.67   |                            |  |  |
| 3 days .. 1.67:                         | .50 :                    | 2.17   | :March .... 16.67:              | 5.00 :                   | 21.67   |                            |  |  |
| 4 days .. 2.22:                         | .67 :                    | 2.89   | :April .... 16.66:              | 5.00 :                   | 21.66   |                            |  |  |
| 5 days .. 2.78:                         | .83 :                    | 3.61   | :May ..... 16.67:               | 5.00 :                   | 21.67   |                            |  |  |
| 6 days .. 3.33:                         | 1.00 :                   | 4.33   | :June ..... 16.67:              | 5.00 :                   | 21.67   |                            |  |  |
| 7 days .. 3.89:                         | 1.17 :                   | 5.06   | :July ..... 16.66:              | 5.00 :                   | 21.66   |                            |  |  |
| 8 days .. 4.44:                         | 1.33 :                   | 5.77   | :August ... 16.67:              | 5.00 :                   | 21.67   |                            |  |  |
| 9 days .. 5.00:                         | 1.50 :                   | 6.50   | :September. 16.67:              | 5.00 :                   | 21.67   |                            |  |  |
| 10 days . 5.56:                         | 1.67 :                   | 7.23   | :October .. 16.66:              | 5.00 :                   | 21.66   |                            |  |  |
| 11 days . 6.11:                         | 1.83 :                   | 7.94   | :November . 16.67:              | 5.00 :                   | 21.67   |                            |  |  |
| 12 days . 6.67:                         | 2.00 :                   | 8.67   | :December . 16.67:              | 5.00 :                   | 21.67   |                            |  |  |
| 13 days . 7.22:                         | 2.17 :                   | 9.39   | :                               | :                        |         |                            |  |  |
| 14 days . 7.78:                         | 2.33 :                   | 10.11  | :Yearly                         | :                        |         |                            |  |  |
| 15 days . 8.33:                         | 2.50 :                   | 10.83  | :salary 200.00:                 | 60.00 :                  | 260.00  |                            |  |  |
| 16 days . 8.89:                         | 2.67 :                   | 11.56  |                                 |                          |         |                            |  |  |
| 17 days . 9.44:                         | 2.83 :                   | 12.27  |                                 |                          |         |                            |  |  |
| 18 days .10.00:                         | 3.00 :                   | 13.00  |                                 |                          |         |                            |  |  |
| 19 days .10.56:                         | 3.17 :                   | 13.73  |                                 |                          |         |                            |  |  |
| 20 days .11.11:                         | 3.33 :                   | 14.44  |                                 |                          |         |                            |  |  |
| 21 days .11.67:                         | 3.50 :                   | 15.17  |                                 |                          |         |                            |  |  |
| 22 days .12.22:                         | 3.67 :                   | 15.89  |                                 |                          |         |                            |  |  |
| 23 days .12.78:                         | 3.83 :                   | 16.61  |                                 |                          |         |                            |  |  |
| 24 days .13.33:                         | 4.00 :                   | 17.33  |                                 |                          |         |                            |  |  |
| 25 days .13.89:                         | 4.17 :                   | 18.06  |                                 |                          |         |                            |  |  |
| 26 days .14.44:                         | 4.33 :                   | 18.77  |                                 |                          |         |                            |  |  |
| 27 days .15.00:                         | 4.50 :                   | 19.50  |                                 |                          |         |                            |  |  |
| 28 days .15.56:                         | 4.67 :                   | 20.23  |                                 |                          |         |                            |  |  |
| 29 days .16.11:                         | 4.83 :                   | 20.94  |                                 |                          |         |                            |  |  |
| 30 days .16.67:                         | 5.00 :                   | 21.67  |                                 |                          |         |                            |  |  |





Regular compensation  
\$225 per annum

Rate of Increase  
30 per cent

Total per annum  
\$292.50

Daily Salary

Monthly Salary

| Regular Compensation | Increase of compensation | Total    | Regular compensation | Increase of compensation | Total     |
|----------------------|--------------------------|----------|----------------------|--------------------------|-----------|
| 1 day .... \$0.62    | : \$0.19                 | : \$0.81 | : January .. \$18.75 | : \$5.62                 | : \$24.37 |
| 2 days ... 1.25      | : .38                    | : 1.63   | : February . 18.75   | : 5.62                   | : 24.37   |
| 3 days ... 1.87      | : .56                    | : 2.43   | : March ..... 18.75  | : 5.63                   | : 24.38   |
| 4 days ... 2.50      | : .75                    | : 3.25   | : April .... 18.75   | : 5.62                   | : 24.37   |
| 5 days ... 3.12      | : .94                    | : 4.06   | : May ..... 18.75    | : 5.63                   | : 24.38   |
| 6 days ... 3.75      | : 1.13                   | : 4.88   | : June ..... 18.75   | : 5.63                   | : 24.38   |
| 7 days ... 4.37      | : 1.31                   | : 5.68   | : July ..... 18.75   | : 5.62                   | : 24.37   |
| 8 days ... 5.00      | : 1.50                   | : 6.50   | : August ... 18.75   | : 5.62                   | : 24.37   |
| 9 days ... 5.62      | : 1.69                   | : 7.31   | : September. 18.75   | : 5.63                   | : 24.38   |
| 10 days .. 6.25      | : 1.88                   | : 8.13   | : October .. 18.75   | : 5.62                   | : 24.37   |
| 11 days .. 6.87      | : 2.06                   | : 8.93   | : November . 18.75   | : 5.63                   | : 24.38   |
| 12 days .. 7.50      | : 2.25                   | : 9.75   | : December . 18.75   | : 5.63                   | : 24.38   |
| 13 days .. 8.12      | : 2.44                   | : 10.56  | :                    | :                        | :         |
| 14 days .. 8.75      | : 2.63                   | : 11.38  | : Yearly             | :                        | :         |
| 15 days .. 9.37      | : 2.81                   | : 12.18  | : salary 225.00      | : 67.50                  | : 292.50  |
| 16 days .. 10.00     | : 3.00                   | : 13.00  |                      |                          |           |
| 17 days .. 10.62     | : 3.19                   | : 13.81  |                      |                          |           |
| 18 days .. 11.25     | : 3.38                   | : 14.63  |                      |                          |           |
| 19 days .. 11.87     | : 3.56                   | : 15.43  |                      |                          |           |
| 20 days .. 12.50     | : 3.75                   | : 16.25  |                      |                          |           |
| 21 days .. 13.12     | : 3.94                   | : 17.06  |                      |                          |           |
| 22 days .. 13.75     | : 4.13                   | : 17.88  |                      |                          |           |
| 23 days .. 14.37     | : 4.31                   | : 18.68  |                      |                          |           |
| 24 days .. 15.00     | : 4.50                   | : 19.50  |                      |                          |           |
| 25 days .. 15.62     | : 4.69                   | : 20.31  |                      |                          |           |
| 26 days .. 16.25     | : 4.88                   | : 21.13  |                      |                          |           |
| 27 days .. 16.87     | : 5.06                   | : 21.93  |                      |                          |           |
| 28 days .. 17.50     | : 5.25                   | : 22.75  |                      |                          |           |
| 29 days .. 18.12     | : 5.44                   | : 23.56  |                      |                          |           |
| 30 days .. 18.75     | : 5.63                   | : 24.38  |                      |                          |           |





Regular compensation  
\$240 per annum

Rate of increase  
30 per cent

Total per annum  
\$312

Daily Salary.

Monthly Salary.

Regular compensation      Increase of compensation      Total

Regular compensation      Increase of compensation      Total

|           |         |        |   |        |
|-----------|---------|--------|---|--------|
| 1 day ... | \$0.67: | \$0.20 | : | \$0.87 |
| 2 days .. | 1.33:   | .40    | : | 1.73   |
| 3 days .. | 2.00:   | .60    | : | 2.60   |
| 4 days .. | 2.67:   | .80    | : | 3.47   |
| 5 days .. | 3.33:   | 1.00   | : | 4.33   |
| 6 days .. | 4.00:   | 1.20   | : | 5.20   |
| 7 days .. | 4.67:   | 1.40   | : | 6.07   |
| 8 days .. | 5.33:   | 1.60   | : | 6.93   |
| 9 days .. | 6.00:   | 1.80   | : | 7.80   |
| 10 days . | 6.67:   | 2.00   | : | 8.67   |
| 11 days . | 7.33:   | 2.20   | : | 9.53   |
| 12 days . | 8.00:   | 2.40   | : | 10.40  |
| 13 days . | 8.67:   | 2.60   | : | 11.27  |
| 14 days . | 9.33:   | 2.80   | : | 12.13  |
| 15 days . | 10.00:  | 3.00   | : | 13.00  |
| 16 days . | 10.67:  | 3.20   | : | 13.87  |
| 17 days . | 11.33:  | 3.40   | : | 14.73  |
| 18 days . | 12.00:  | 3.60   | : | 15.60  |
| 19 days . | 12.67:  | 3.80   | : | 16.47  |
| 20 days . | 13.33:  | 4.00   | : | 17.33  |
| 21 days . | 14.00:  | 4.20   | : | 18.20  |
| 22 days . | 14.67:  | 4.40   | : | 19.07  |
| 23 days . | 15.33:  | 4.60   | : | 19.93  |
| 24 days . | 16.00:  | 4.80   | : | 20.80  |
| 25 days . | 16.67:  | 5.00   | : | 21.67  |
| 26 days . | 17.33:  | 5.20   | : | 22.53  |
| 27 days . | 18.00:  | 5.40   | : | 23.40  |
| 28 days . | 18.67:  | 5.60   | : | 24.27  |
| 29 days . | 19.33:  | 5.80   | : | 25.13  |
| 30 days . | 20.00:  | 6.00   | : | 26.00  |

|                |          |        |   |         |
|----------------|----------|--------|---|---------|
| : January. ... | \$20.00: | \$6.00 | : | \$26.00 |
| : February ... | 20.00:   | 6.00   | : | 26.00   |
| : March .....  | 20.00:   | 6.00   | : | 26.00   |
| : April .....  | 20.00:   | 6.00   | : | 26.00   |
| : May .....    | 20.00:   | 6.00   | : | 26.00   |
| : June .....   | 20.00:   | 6.00   | : | 26.00   |
| : July .....   | 20.00:   | 6.00   | : | 26.00   |
| : August ....  | 20.00:   | 6.00   | : | 26.00   |
| : September .  | 20.00:   | 6.00   | : | 26.00   |
| : October ...  | 20.00:   | 6.00   | : | 26.00   |
| : November ..  | 20.00:   | 6.00   | : | 26.00   |
| : December ..  | 20.00:   | 6.00   | : | 26.00   |
| : Yearly       | :        | :      | : | :       |
| : salary       | 240.00:  | 72.00  | : | 312.00  |



Regular compensation  
\$250 per annum

Rate of Increase  
30 per cent

Total per annum  
\$325

Daily Salary

Monthly Salary

| Regular Compensation | Increase of compensation | Total  | Regular Compensation | Increase of compensation | Total   |
|----------------------|--------------------------|--------|----------------------|--------------------------|---------|
| 1 day .....\$0.69    | \$0.21                   | \$0.90 | January ... \$20.83  | \$6.25                   | \$27.08 |
| 2 days ..... 1.39    | .42                      | 1.81   | February .. 20.83    | 6.25                     | 27.08   |
| 3 days ..... 2.08    | .62                      | 2.70   | March ..... 20.84    | 6.25                     | 27.09   |
| 4 days ..... 2.78    | .83                      | 3.61   | April ..... 20.83    | 6.25                     | 27.08   |
| 5 days ..... 3.47    | 1.04                     | 4.51   | May ..... 20.83      | 6.25                     | 27.08   |
| 6 days ..... 4.17    | 1.25                     | 5.42   | June ..... 20.84     | 6.25                     | 27.09   |
| 7 days ..... 4.86    | 1.46                     | 6.32   | July ..... 20.83     | 6.25                     | 27.08   |
| 8 days ..... 5.56    | 1.67                     | 7.23   | August .... 20.83    | 6.25                     | 27.08   |
| 9 days ..... 6.25    | 1.88                     | 8.13   | September .. 20.84   | 6.25                     | 27.09   |
| 10 days ..... 6.94   | 2.08                     | 9.02   | October ... 20.83    | 6.25                     | 27.08   |
| 11 days ..... 7.64   | 2.29                     | 9.93   | November .. 20.83    | 6.25                     | 27.08   |
| 12 days ..... 8.33   | 2.50                     | 10.83  | December .. 20.84    | 6.25                     | 27.09   |
| 13 days ..... 9.03   | 2.71                     | 11.74  |                      |                          |         |
| 14 days ..... 9.72   | 2.92                     | 12.64  | Yearly               |                          |         |
| 15 days ..... 10.42  | 3.13                     | 13.56  | salary .... 250.00   | 75.00                    | 325.00  |
| 16 days ..... 11.11  | 3.33                     | 14.44  |                      |                          |         |
| 17 days ..... 11.81  | 3.54                     | 15.35  |                      |                          |         |
| 18 days ..... 12.50  | 3.75                     | 16.25  |                      |                          |         |
| 19 days ..... 13.19  | 3.96                     | 17.15  |                      |                          |         |
| 20 days ..... 13.89  | 4.17                     | 18.06  |                      |                          |         |
| 21 days ..... 14.58  | 4.37                     | 18.95  |                      |                          |         |
| 22 days ..... 15.28  | 4.58                     | 19.86  |                      |                          |         |
| 23 days ..... 15.97  | 4.79                     | 20.76  |                      |                          |         |
| 24 days ..... 16.67  | 5.00                     | 21.67  |                      |                          |         |
| 25 days ..... 17.36  | 5.21                     | 22.57  |                      |                          |         |
| 26 days ..... 18.06  | 5.42                     | 23.48  |                      |                          |         |
| 27 days ..... 18.75  | 5.63                     | 24.38  |                      |                          |         |
| 28 days ..... 19.44  | 5.83                     | 25.27  |                      |                          |         |
| 29 days ..... 20.14  | 6.04                     | 26.18  |                      |                          |         |
| 30 days ..... 20.83  | 6.25                     | 27.08  |                      |                          |         |





| Regular compensation<br>\$270 per annum |                             |          | Rate of Increase<br>30 per cent |                             |           | Total per annum<br>\$351 |  |  |
|-----------------------------------------|-----------------------------|----------|---------------------------------|-----------------------------|-----------|--------------------------|--|--|
| Daily Salary                            |                             |          | Monthly Salary                  |                             |           |                          |  |  |
| Regular<br>Compensation                 | Increase of<br>compensation | Total    | Regular<br>Compensation         | Increase of<br>compensation | Total     |                          |  |  |
| 1 day .....\$0.75                       | : \$0.23                    | : \$0.98 | January ...\$22.50              | : \$6.75                    | : \$29.25 |                          |  |  |
| 2 days .... 1.50                        | : .45                       | : 1.95   | February .. 22.50               | : 6.75                      | : 29.25   |                          |  |  |
| 3 days .... 2.25                        | : .68                       | : 2.93   | March ..... 22.50               | : 6.75                      | : 29.25   |                          |  |  |
| 4 days .... 3.00                        | : .90                       | : 3.90   | April ..... 22.50               | : 6.75                      | : 29.25   |                          |  |  |
| 5 days .... 3.75                        | : 1.13                      | : 4.88   | May ..... 22.50                 | : 6.75                      | : 29.25   |                          |  |  |
| 6 days .... 4.50                        | : 1.35                      | : 5.85   | June ..... 22.50                | : 6.75                      | : 29.25   |                          |  |  |
| 7 days .... 5.25                        | : 1.58                      | : 6.83   | July ..... 22.50                | : 6.75                      | : 29.25   |                          |  |  |
| 8 days .... 6.00                        | : 1.80                      | : 7.80   | August .... 22.50               | : 6.75                      | : 29.25   |                          |  |  |
| 9 days .... 6.75                        | : 2.03                      | : 8.78   | September . 22.50               | : 6.75                      | : 29.25   |                          |  |  |
| 10 days ... 7.50                        | : 2.25                      | : 9.75   | October ... 22.50               | : 6.75                      | : 29.25   |                          |  |  |
| 11 days ... 8.25                        | : 2.48                      | : 10.73  | November .. 22.50               | : 6.75                      | : 29.25   |                          |  |  |
| 12 days ... 9.00                        | : 2.70                      | : 11.70  | December .. 22.50               | : 6.75                      | : 29.25   |                          |  |  |
| 13 days ... 9.75                        | : 2.93                      | : 12.68  |                                 |                             |           |                          |  |  |
| 14 days ...10.50                        | : 3.15                      | : 13.65  | Yearly                          |                             |           |                          |  |  |
| 15 days ...11.25                        | : 3.38                      | : 14.63  | salary ....270.00               | : 81.00                     | : 351.00  |                          |  |  |
| 16 days ...12.00                        | : 3.60                      | : 15.60  |                                 |                             |           |                          |  |  |
| 17 days ...12.75                        | : 3.83                      | : 16.58  |                                 |                             |           |                          |  |  |
| 18 days ...13.50                        | : 4.05                      | : 17.55  |                                 |                             |           |                          |  |  |
| 19 days ...14.25                        | : 4.28                      | : 18.53  |                                 |                             |           |                          |  |  |
| 20 days ...15.00                        | : 4.50                      | : 19.50  |                                 |                             |           |                          |  |  |
| 21 days ...15.75                        | : 4.73                      | : 20.48  |                                 |                             |           |                          |  |  |
| 22 days ...16.50                        | : 4.95                      | : 21.45  |                                 |                             |           |                          |  |  |
| 23 days ...17.25                        | : 5.18                      | : 22.43  |                                 |                             |           |                          |  |  |
| 24 days ...18.00                        | : 5.40                      | : 23.40  |                                 |                             |           |                          |  |  |
| 25 days ...18.75                        | : 5.63                      | : 24.38  |                                 |                             |           |                          |  |  |
| 26 days ...19.50                        | : 5.85                      | : 25.35  |                                 |                             |           |                          |  |  |
| 27 days ...20.25                        | : 6.08                      | : 26.33  |                                 |                             |           |                          |  |  |
| 28 days ...21.00                        | : 6.30                      | : 27.30  |                                 |                             |           |                          |  |  |
| 29 days ...21.75                        | : 6.53                      | : 28.28  |                                 |                             |           |                          |  |  |
| 30 days ...22.50                        | : 6.75                      | : 29.25  |                                 |                             |           |                          |  |  |



| Regular compensation<br>\$300 per annum |                          |        | Rate of Increase<br>30 per cent |                          |         | Total per annum<br>\$390 |  |  |
|-----------------------------------------|--------------------------|--------|---------------------------------|--------------------------|---------|--------------------------|--|--|
| Daily Salary                            |                          |        | Monthly Salary                  |                          |         |                          |  |  |
| Regular Compensation                    | Increase of compensation | Total  | Regular Compensation            | Increase of compensation | Total   |                          |  |  |
| 1 day .... \$0.83                       | \$0.25                   | \$1.08 | January.. \$25.00               | \$7.50                   | \$32.50 |                          |  |  |
| 2 days ... 1.67                         | .50                      | 2.17   | February. 25.00                 | 7.50                     | 32.50   |                          |  |  |
| 3 days ... 2.50                         | .75                      | 3.25   | March ... 25.00                 | 7.50                     | 32.50   |                          |  |  |
| 4 days ... 3.33                         | 1.00                     | 4.33   | April ... 25.00                 | 7.50                     | 32.50   |                          |  |  |
| 5 days ... 4.17                         | 1.25                     | 5.42   | May ..... 25.00                 | 7.50                     | 32.50   |                          |  |  |
| 6 days ... 5.00                         | 1.50                     | 6.50   | June .... 25.00                 | 7.50                     | 32.50   |                          |  |  |
| 7 days ... 5.83                         | 1.75                     | 7.58   | July .... 25.00                 | 7.50                     | 32.50   |                          |  |  |
| 8 days ... 6.67                         | 2.00                     | 8.67   | August .. 25.00                 | 7.50                     | 32.50   |                          |  |  |
| 9 days ... 7.50                         | 2.25                     | 9.75   | September 25.00                 | 7.50                     | 32.50   |                          |  |  |
| 10 days .. 8.33                         | 2.50                     | 10.83  | October . 25.00                 | 7.50                     | 32.50   |                          |  |  |
| 11 days .. 9.17                         | 2.75                     | 11.92  | November 25.00                  | 7.50                     | 32.50   |                          |  |  |
| 12 days .. 10.00                        | 3.00                     | 13.00  | December. 25.00                 | 7.50                     | 32.50   |                          |  |  |
| 13 days .. 10.83                        | 3.25                     | 14.08  |                                 |                          |         |                          |  |  |
| 14 days .. 11.67                        | 3.50                     | 15.17  | Yearly                          |                          |         |                          |  |  |
| 15 days .. 12.50                        | 3.75                     | 16.25  | salary 300.00                   | 90.00                    | 390.00  |                          |  |  |
| 16 days .. 13.33                        | 4.00                     | 17.33  |                                 |                          |         |                          |  |  |
| 17 days .. 14.17                        | 4.25                     | 18.42  |                                 |                          |         |                          |  |  |
| 18 days .. 15.00                        | 4.50                     | 19.50  |                                 |                          |         |                          |  |  |
| 19 days .. 15.83                        | 4.75                     | 20.58  |                                 |                          |         |                          |  |  |
| 20 days .. 16.67                        | 5.00                     | 21.67  |                                 |                          |         |                          |  |  |
| 21 days .. 17.50                        | 5.25                     | 22.75  |                                 |                          |         |                          |  |  |
| 22 days .. 18.33                        | 5.50                     | 23.83  |                                 |                          |         |                          |  |  |
| 23 days .. 19.17                        | 5.75                     | 24.92  |                                 |                          |         |                          |  |  |
| 24 days .. 20.00                        | 6.00                     | 26.00  |                                 |                          |         |                          |  |  |
| 25 days .. 20.83                        | 6.25                     | 27.08  |                                 |                          |         |                          |  |  |
| 26 days .. 21.67                        | 6.50                     | 28.17  |                                 |                          |         |                          |  |  |
| 27 days .. 22.50                        | 6.75                     | 29.25  |                                 |                          |         |                          |  |  |
| 28 days .. 23.33                        | 7.00                     | 30.33  |                                 |                          |         |                          |  |  |
| 29 days .. 24.17                        | 7.25                     | 31.42  |                                 |                          |         |                          |  |  |
| 30 days .. 25.00                        | 7.50                     | 32.50  |                                 |                          |         |                          |  |  |





| Regular compensation<br>\$325 per annum |                          |        | Rate of Increase<br>30 per cent |                          |        | Total per annum<br>\$422.50 |  |  |
|-----------------------------------------|--------------------------|--------|---------------------------------|--------------------------|--------|-----------------------------|--|--|
| Daily Salary                            |                          |        | Monthly Salary                  |                          |        |                             |  |  |
| Regular compensation                    | Increase of compensation | Total  | Regular compensation            | Increase of compensation | Total  |                             |  |  |
| 1 day .....                             | \$0.90                   | \$0.27 | January ..                      | \$27.08                  | \$8.12 |                             |  |  |
| 2 days ....                             | 1.81                     | .54    | February .                      | 27.08                    | 8.13   |                             |  |  |
| 3 days ....                             | 2.71                     | .81    | March ....                      | 27.09                    | 8.12   |                             |  |  |
| 4 days ....                             | 3.61                     | 1.08   | April ....                      | 27.08                    | 8.13   |                             |  |  |
| 5 days ....                             | 4.51                     | 1.35   | May .....                       | 27.08                    | 8.13   |                             |  |  |
| 6 days ....                             | 5.42                     | 1.63   | June .....                      | 27.09                    | 8.12   |                             |  |  |
| 7 days ....                             | 6.32                     | 1.90   | July .....                      | 27.08                    | 8.12   |                             |  |  |
| 8 days ....                             | 7.22                     | 2.17   | August ...                      | 27.08                    | 8.13   |                             |  |  |
| 9 days ....                             | 8.12                     | 2.44   | September.                      | 27.09                    | 8.12   |                             |  |  |
| 10 days ...                             | 9.03                     | 2.71   | October ..                      | 27.08                    | 8.13   |                             |  |  |
| 11 days ...                             | 9.93                     | 2.98   | November .                      | 27.08                    | 8.13   |                             |  |  |
| 12 days ...                             | 10.83                    | 3.25   | December .                      | 27.09                    | 8.12   |                             |  |  |
| 13 days ...                             | 11.74                    | 3.52   |                                 |                          |        |                             |  |  |
| 14 days ...                             | 12.64                    | 3.79   | Yearly                          |                          |        |                             |  |  |
| 15 days ...                             | 13.54                    | 4.06   | salary                          | 325.00                   | 97.50  |                             |  |  |
| 16 days ...                             | 14.44                    | 4.33   |                                 |                          |        |                             |  |  |
| 17 days ...                             | 15.35                    | 4.61   |                                 |                          |        |                             |  |  |
| 18 days ...                             | 16.25                    | 4.88   |                                 |                          |        |                             |  |  |
| 19 days ...                             | 17.15                    | 5.15   |                                 |                          |        |                             |  |  |
| 20 days ...                             | 18.06                    | 5.42   |                                 |                          |        |                             |  |  |
| 21 days ...                             | 18.96                    | 5.69   |                                 |                          |        |                             |  |  |
| 22 days ...                             | 19.86                    | 5.96   |                                 |                          |        |                             |  |  |
| 23 days ...                             | 20.76                    | 6.23   |                                 |                          |        |                             |  |  |
| 24 days ...                             | 21.67                    | 6.50   |                                 |                          |        |                             |  |  |
| 25 days ...                             | 22.57                    | 6.77   |                                 |                          |        |                             |  |  |
| 26 days ...                             | 23.47                    | 7.04   |                                 |                          |        |                             |  |  |
| 27 days ...                             | 24.37                    | 7.31   |                                 |                          |        |                             |  |  |
| 28 days ...                             | 25.28                    | 7.58   |                                 |                          |        |                             |  |  |
| 29 days ...                             | 26.18                    | 7.85   |                                 |                          |        |                             |  |  |
| 30 days ...                             | 27.08                    | 8.12   |                                 |                          |        |                             |  |  |





| Regular compensation<br>\$350 per annum |                          |          | Rate of Increase<br>30 per cent |                      | Total per annum<br>\$455 |          |         |
|-----------------------------------------|--------------------------|----------|---------------------------------|----------------------|--------------------------|----------|---------|
| Daily Salary                            |                          |          | :                               | Monthly Salary       |                          |          |         |
| Regular compensation                    | Increase of compensation | Total    | :                               | Regular compensation | Increase of compensation | Total    |         |
| 1 day.....                              | \$0.97:                  | \$0.29 : | \$1.26                          | : January..          | \$29.16:                 | \$8.75 : | \$37.91 |
| 2 days .....                            | 1.94:                    | .58 :    | 2.52                            | : February           | 29.17:                   | 8.75 :   | 37.92   |
| 3 days .....                            | 2.92:                    | .88 :    | 3.80                            | : March ...          | 29.17:                   | 8.75 :   | 37.92   |
| 4 days .....                            | 3.89:                    | 1.17 :   | 5.06                            | : April ...          | 29.16:                   | 8.75 :   | 37.91   |
| 5 days .....                            | 4.86:                    | 1.46 :   | 6.32                            | : May .....          | 29.17:                   | 8.75 :   | 37.92   |
| 6 days .....                            | 5.83:                    | 1.75 :   | 7.58                            | : June ....          | 29.17:                   | 8.75 :   | 37.92   |
| 7 days .....                            | 6.81:                    | 2.04 :   | 8.85                            | : July ....          | 29.16:                   | 8.75 :   | 37.91   |
| 8 days .....                            | 7.78:                    | 2.33 :   | 10.11                           | : August ..          | 29.17:                   | 8.75 :   | 37.92   |
| 9 days .....                            | 8.75:                    | 2.63 :   | 11.38                           | : September          | 29.17:                   | 8.75 :   | 37.92   |
| 10 days .....                           | 9.72:                    | 2.92 :   | 12.64                           | : October .          | 29.16:                   | 8.75 :   | 37.91   |
| 11 days .....                           | 10.69:                   | 3.21 :   | 13.90                           | : November           | 29.17:                   | 8.75 :   | 37.92   |
| 12 days .....                           | 11.67:                   | 3.50 :   | 15.17                           | : December           | 29.17:                   | 8.75 :   | 37.92   |
| 13 days .....                           | 12.64:                   | 3.79 :   | 16.43                           | :                    | :                        | :        | :       |
| 14 days .....                           | 13.61:                   | 4.08 :   | 17.69                           | : Yearly             | :                        | :        | :       |
| 15 days .....                           | 14.58:                   | 4.37 :   | 18.95                           | : salary 350.00:     | 105.00 :                 | 455.00   | :       |
| 16 days .....                           | 15.56:                   | 4.67 :   | 20.23                           | :                    | :                        | :        | :       |
| 17 days .....                           | 16.53:                   | 4.96 :   | 21.49                           | :                    | :                        | :        | :       |
| 18 days .....                           | 17.50:                   | 5.25 :   | 22.75                           | :                    | :                        | :        | :       |
| 19 days .....                           | 18.47:                   | 5.54 :   | 24.01                           | :                    | :                        | :        | :       |
| 20 days .....                           | 19.44:                   | 5.83 :   | 25.27                           | :                    | :                        | :        | :       |
| 21 days .....                           | 20.42:                   | 6.13 :   | 26.55                           | :                    | :                        | :        | :       |
| 22 days .....                           | 21.39:                   | 6.42 :   | 27.81                           | :                    | :                        | :        | :       |
| 23 days .....                           | 22.36:                   | 6.71 :   | 29.07                           | :                    | :                        | :        | :       |
| 24 days .....                           | 23.33:                   | 7.00 :   | 30.33                           | :                    | :                        | :        | :       |
| 25 days .....                           | 24.31:                   | 7.29 :   | 31.60                           | :                    | :                        | :        | :       |
| 26 days .....                           | 25.28:                   | 7.58 :   | 32.86                           | :                    | :                        | :        | :       |
| 27 days .....                           | 26.25:                   | 7.88 :   | 34.13                           | :                    | :                        | :        | :       |
| 28 days .....                           | 27.22:                   | 8.17 :   | 35.39                           | :                    | :                        | :        | :       |
| 29 days .....                           | 28.19:                   | 8.46 :   | 36.65                           | :                    | :                        | :        | :       |
| 30 days .....                           | 29.17:                   | 8.75 :   | 37.92                           | :                    | :                        | :        | :       |
|                                         | :                        | :        | :                               | :                    | :                        | :        | :       |



Regular compensation  
\$360 per annum

Rate of Increase  
30 per cent

Total per annum  
\$468

Daily Salary

Monthly Salary

| Regular Compensation | Increase of compensation | Total  | Regular Compensation | Increase of compensation | Total   |
|----------------------|--------------------------|--------|----------------------|--------------------------|---------|
| 1 day .... \$1.00    | \$0.30                   | \$1.30 | January ... \$30.00  | \$9.00                   | \$39.00 |
| 2 days .... 2.00     | .60                      | 2.60   | February .. 30.00    | 9.00                     | 39.00   |
| 3 days .... 3.00     | .90                      | 3.90   | March ..... 30.00    | 9.00                     | 39.00   |
| 4 days .... 4.00     | 1.20                     | 5.20   | April ..... 30.00    | 9.00                     | 39.00   |
| 5 days .... 5.00     | 1.50                     | 6.50   | May ..... 30.00      | 9.00                     | 39.00   |
| 6 days .... 6.00     | 1.80                     | 7.80   | June ..... 30.00     | 9.00                     | 39.00   |
| 7 days .... 7.00     | 2.10                     | 9.10   | July ..... 30.00     | 9.00                     | 39.00   |
| 8 days .... 8.00     | 2.40                     | 10.40  | August .... 30.00    | 9.00                     | 39.00   |
| 9 days .... 9.00     | 2.70                     | 11.70  | September . 30.00    | 9.00                     | 39.00   |
| 10 days ... 10.00    | 3.00                     | 13.00  | October ... 30.00    | 9.00                     | 39.00   |
| 11 days ... 11.00    | 3.30                     | 14.30  | November .. 30.00    | 9.00                     | 39.00   |
| 12 days ... 12.00    | 3.60                     | 15.60  | December .. 30.00    | 9.00                     | 39.00   |
| 13 days ... 13.00    | 3.90                     | 16.90  |                      |                          |         |
| 14 days ... 14.00    | 4.20                     | 18.20  | Yearly               |                          |         |
| 15 days ... 15.00    | 4.50                     | 19.50  | salary               | 360.00                   | 108.00  |
| 16 days ... 16.00    | 4.80                     | 20.80  |                      |                          |         |
| 17 days ... 17.00    | 5.10                     | 22.10  |                      |                          |         |
| 18 days ... 18.00    | 5.40                     | 23.40  |                      |                          |         |
| 19 days ... 19.00    | 5.70                     | 24.70  |                      |                          |         |
| 20 days ... 20.00    | 6.00                     | 26.00  |                      |                          |         |
| 21 days ... 21.00    | 6.30                     | 27.30  |                      |                          |         |
| 22 days ... 22.00    | 6.60                     | 28.60  |                      |                          |         |
| 23 days ... 23.00    | 6.90                     | 29.90  |                      |                          |         |
| 24 days ... 24.00    | 7.20                     | 31.20  |                      |                          |         |
| 25 days ... 25.00    | 7.50                     | 32.50  |                      |                          |         |
| 26 days ... 26.00    | 7.80                     | 33.80  |                      |                          |         |
| 27 days ... 27.00    | 8.10                     | 35.10  |                      |                          |         |
| 28 days ... 28.00    | 8.40                     | 36.40  |                      |                          |         |
| 29 days ... 29.00    | 8.70                     | 37.70  |                      |                          |         |
| 30 days ... 30.00    | 9.00                     | 39.00  |                      |                          |         |







| Regular compensation<br>\$390 per annum |                          |          | Rate of Increase<br>30 per cent |                      | Total per annum<br>\$507 |          |         |
|-----------------------------------------|--------------------------|----------|---------------------------------|----------------------|--------------------------|----------|---------|
| Daily Salary                            |                          |          | :                               | :                    | Monthly Salary           |          |         |
| Regular compensation                    | Increase of compensation | Total    | :                               | Regular compensation | Increase of compensation | Total    |         |
| 1 day ....                              | \$1.08:                  | \$0.32 : | \$1.40                          | January ..           | \$32.50:                 | \$9.75 : | \$42.25 |
| 2 days ...                              | 2.17:                    | .65 :    | 2.82                            | February .           | 32.50:                   | 9.75 :   | 42.25   |
| 3 days ...                              | 3.25:                    | .98 :    | 4.23                            | March ....           | 32.50:                   | 9.75 :   | 42.25   |
| 4 days ...                              | 4.33:                    | 1.30 :   | 5.63                            | April ....           | 32.50:                   | 9.75 :   | 42.25   |
| 5 days ...                              | 5.42:                    | 1.63 :   | 7.05                            | May .....            | 32.50:                   | 9.75 :   | 42.25   |
| 6 days ...                              | 6.50:                    | 1.95 :   | 8.45                            | June .....           | 32.50:                   | 9.75 :   | 42.25   |
| 7 days ...                              | 7.58:                    | 2.27 :   | 9.85                            | July .....           | 32.50:                   | 9.75 :   | 42.25   |
| 8 days ...                              | 8.67:                    | 2.60 :   | 11.27                           | August ...           | 32.50:                   | 9.75 :   | 42.25   |
| 9 days ...                              | 9.75:                    | 2.93 :   | 12.68                           | September.           | 32.50:                   | 9.75 :   | 42.25   |
| 10 days ...                             | 10.83:                   | 3.25 :   | 14.08                           | October ..           | 32.50:                   | 9.75 :   | 42.25   |
| 11 days ...                             | 11.92:                   | 3.58 :   | 15.50                           | November .           | 32.50:                   | 9.75 :   | 42.25   |
| 12 days ...                             | 13.00:                   | 3.90 :   | 16.90                           | December .           | 32.50:                   | 9.75 :   | 42.25   |
| 13 days ...                             | 14.08:                   | 4.22 :   | 18.30                           |                      |                          |          |         |
| 14 days ...                             | 15.17:                   | 4.55 :   | 19.72                           | Yearly               |                          |          |         |
| 15 days ...                             | 16.25:                   | 4.88 :   | 21.13                           | salary               | 390.00:                  | 117.00 : | 507.00  |
| 16 days ...                             | 17.33:                   | 5.20 :   | 22.53                           |                      |                          |          |         |
| 17 days ...                             | 18.42:                   | 5.53 :   | 23.95                           |                      |                          |          |         |
| 18 days ...                             | 19.50:                   | 5.85 :   | 25.35                           |                      |                          |          |         |
| 19 days ...                             | 20.58:                   | 6.17 :   | 26.75                           |                      |                          |          |         |
| 20 days ...                             | 21.67:                   | 6.50 :   | 28.17                           |                      |                          |          |         |
| 21 days ...                             | 22.75:                   | 6.83 :   | 29.58                           |                      |                          |          |         |
| 22 days ...                             | 23.83:                   | 7.15 :   | 30.98                           |                      |                          |          |         |
| 23 days ...                             | 24.92:                   | 7.48 :   | 32.40                           |                      |                          |          |         |
| 24 days ...                             | 26.00:                   | 7.80 :   | 33.80                           |                      |                          |          |         |
| 25 days ...                             | 27.08:                   | 8.12 :   | 35.20                           |                      |                          |          |         |
| 26 days ...                             | 28.17:                   | 8.45 :   | 36.62                           |                      |                          |          |         |
| 27 days ...                             | 29.25:                   | 8.78 :   | 38.03                           |                      |                          |          |         |
| 28 days ...                             | 30.33:                   | 9.10 :   | 39.43                           |                      |                          |          |         |
| 29 days ...                             | 31.42:                   | 9.43 :   | 40.85                           |                      |                          |          |         |
| 30 days ...                             | 32.50:                   | 9.75 :   | 42.25                           |                      |                          |          |         |



*Rush* 5

U. S. Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C., *June 22<sup>nd</sup>*, 1918

Mr. Reese *Reese*

" *Asbley* *Amica* 6/24/18

" *Reording* *CSA* 6/24/18

Kindly examine

and comment.

*Reese*

*Agapone*

STATE OF NEW YORK

IN SENATE

JANUARY 1, 1901

REPORT

OF THE

COMMISSIONERS OF THE LAND OFFICE

FOR THE YEAR 1900

ALBANY:

ANDREW D. LEECH, PRINTING OFFICE

1901

STATE OF NEW YORK

IN SENATE

JANUARY 1, 1901

REPORT

OF THE

COMMISSIONERS OF THE LAND OFFICE

MEMORANDUM NO. \_\_\_\_\_

Relative to Increase of Compensation at \$120 per annum to employees  
of the Department of Agriculture.

-----oOo-----

The attention of administrative officers of the Department of Agriculture is invited to the following provision of law contained in the Act making appropriations for the legislative, executive, and judicial expenses of the Government for the fiscal year ending June 30, 1919 (Public No.       ), approved        1918:

(Quote.)

In order to secure uniformity of practice throughout the department and avoid confusion as to the applicability of these salary increases to the various classes of employees, this memorandum is promulgated.

1. The five and ten per cent increases provided by the Agricultural Act approved March 4, 1917, for the fiscal year 1918, will terminate on June 30, 1918.

2. All employees on statutory and lump-fund rolls of the Department of Agriculture receiving salaries of not less than \$400 per annum nor more than \$2,500 per annum (except those employees enumerated in paragraphs 3 and 4 of this memorandum), will receive increased compensation at the rate of \$120 per annum during the fiscal year 1919, provided such employees have been continuously in the service of the department since June 30, 1917.

a. Employees receiving more than \$2,500 per annum and less than \$2,620 per annum will receive increased compensation at a rate sufficient to bring their salaries up to the maximum of \$2,620 per annum.

b. Employees receiving less than \$400 per annum will receive increased compensation at the rate of thirty per cent per annum.





c. The salaries of employees engaged on piece work, by the hour, or at per diem rates, shall be computed on the basis of 313 days in a year, and, if not prohibited by paragraph 4, increased compensation will be allowed as follows: (1) at the rate of \$120 per annum if the total annual salary is not less than \$400 nor more than \$2,500: Provided, that employees whose annual salaries aggregate more than \$2,500, but less than \$2,620, will receive increased compensation at a rate sufficient to bring their salaries up to the maximum of \$2,620 per annum, and (2) at the rate of 30 per cent per annum if the total annual salary is less than \$400.

3. The law provides that where an employee in the service on June 30, 1917, has received, during the fiscal year 1918, or shall receive, during the fiscal year 1919, an increase of salary at a rate in excess of \$200 per annum, or where an employee, whether previously in the service or not, has entered the service since June 30, 1917, whether such employee has received an increase in pay or not, such employees shall be granted the increased compensation of \$120 per annum, only ~~then and upon the certification of the head of the department or establishment employing such persons~~ <sup>Secretary of Agriculture</sup> ~~of the ability or qualifications personal to such employees~~ <sup>that</sup> ~~as would justify such increase of compensation.~~ <sup>and</sup> The impracticability of establishing a hard and fast rule to govern cases falling within the purview of this exception is apparent. Administrative officers are therefore directed to submit all such cases to the Secretary for his determination. The facts in each case should be clearly set forth with the recommendation of the chief of bureau concerned.

4. The following classes of employees will in no circumstance be entitled to the increase of compensation:

- a. Employees whose duties require only a portion of their time, except charwomen, who shall be included.
- b. Employees whose services are utilized for brief periods at intervals.
- c. Employees who receive a part of their pay from any outside source under cooperative arrangements with the Department of Agriculture.



- d. Employees who serve voluntarily or receive only a nominal compensation.

5. All persons appointed subsequent to June 30, 1917, on lump-sum rolls at salaries which include an additional amount sufficient to meet the increase of compensation granted certain classes of employees by the Agricultural Act for the fiscal year 1918 will, for the fiscal year 1919, receive new appointments at their basic salaries, that is, the salaries they are now receiving less the amount which is considered increase of compensation. For example, employees now receiving \$1,470 (\$1,400 plus 5%) will, on July 1, 1918, be reappointed at salaries of \$1,400; employees now receiving \$990 (\$900 plus 10%) will be reappointed at \$900 and so on.

To aid the appointment clerk in the matter of drawing new appointments, chiefs of bureaus are directed to submit to the Office of the Secretary promptly on July 1, 1918, lists of all such employees in their respective bureaus, showing as to each employee the basic salary and the amount which is considered increase of compensation. The question of granting these employees the increase of compensation provided by the Legislative Act of 1918, will then be determined by the Secretary upon recommendation of the chief of bureau in the manner prescribed by paragraph 3 of this memorandum.

Under the terms of the provision granting increased compensation to certain employees a report must be submitted to Congress on the first day of the next regular session showing, for the first four months of the fiscal year 1919, the average number of employees receiving increased compensation at the rate of \$120 per annum and the average number by grades receiving the same at each other rate. This information should be submitted by the chief of each bureau, division, and office to the Office of the Secretary not later than November 15, in order







that a combined report for the entire department may be prepared. The necessary sample forms for submitting the information will be furnished later.

The rules governing the preparation of pay rolls in connection with the five and ten per cent increases for the current fiscal year, as prescribed by Memorandum No. 208 of June 12, 1917, should be followed in the preparation of salary vouchers and pay rolls where the \$120 or other increase of compensation is involved. The necessary salary tables for use in computing salaries for fractional parts of a month where increased compensation at the rate of thirty per cent per annum is involved are heretofore attached.

Secretary.



United States Department of Agriculture,  
Bureau of Crop Estimates,  
WASHINGTON, D. C.

April 15, 1918.

Mr. A. Zappone,

Disbursing Clerk.

Dear Mr. Zappone:

I think I will have to depend mainly upon the Subcommittee to formulate the necessary instructions relative to the horizontal increase in salaries for consideration of the Finance Committee, and I am sure the Subcommittee will be guided largely by the views of yourself and your office. Please consider this matter as soon as the bill is finally approved. I will call a meeting of the full Committee as soon as you have anything to present.

Very truly yours,

*Leon M. Estabrook*

Chief of Bureau.

U.S. DEPARTMENT OF AGRICULTURE  
OFFICE OF THE CHIEF CLERK  
RECEIVED  
★ JUN 24 1918 ★  
Respectfully referred to  
For

U.S. DEPARTMENT OF AGRICULTURE  
OFFICE OF THE CHIEF CLERK  
RECEIVED  
★ JUN 24 1918 ★  
Respectfully referred to  
For

JUN 24 1918

APPROVED  
JUN 24 1918  
By *W. H. Davis*  
Chief Clerk Department of Agriculture



## DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY ★ OCT 16 1936 W

WASHINGTON

Please return to  
the Secretary's File Room

July 5, 1918.

## MEMORANDUM NO. 243

## Information Required in Connection with Temporary Appointments.

To facilitate the handling of temporary appointments, the Civil Service Commission has asked that the Department furnish the following information in requesting authority for such appointments, or extensions thereof, and in reporting temporary appointments made under authority already granted:

1. Whether the person concerned has taken or applied for a Civil-Service Examination which, in the opinion of the recommending officer, makes him eligible for the position to which his appointment has been made or proposed.
2. The title of the examination taken or applied for.
3. The place where the examination was, or is to be, taken.
4. Date of examination.
5. Average attained.

In order that the Department may comply with the wishes of the Commission, this information should be embodied in all future recommendations for temporary appointments.

The Commission also requests that no person be appointed temporarily unless he or she meets the requirements for entrance to the examination for the position. This applies also to re-appointments pending certification.

All bureaus, divisions, independent offices and boards of the Department are requested to issue appropriate instructions to their appointing officers in order that these conditions may be met in future recommendations.



Acting Secretary.

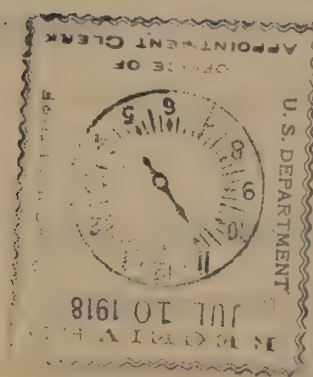


1. The first of these is the fact that the  
the government has been unable to secure  
the necessary funds to carry out its policy.

2. The second is the fact that the  
the government has been unable to secure

the necessary funds to carry out its policy.

3. The third is the fact that the  
the government has been unable to secure



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★ OCT 16 1936 W

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the Secretary's File Room

DEPARTMENT OF AGRICULTURE  
WASHINGTON

July 15, 1918.

MEMORANDUM NO. 244

Publication and Motion Picture  
Activities of the Department.

By direction of the Secretary the following changes are made in the publication work of the Department, effective July 1:

1. Mr. Joseph A. Arnold has been transferred from the Office of Chief of the Division of Publications to my office as Special Assistant. Mr. Arnold's chief responsibility will be to give dispatch to emergency publications under the Food Production Act. At the same time he will be available for assistance in connection with special distribution problems or activities in any of the bureaus or divisions.

2. Mr. E. B. Reid has been appointed Chief of the Division of Publications and will act as my immediate assistant in the administration of all the publication and motion picture activities of the Department, which include the following:

(a) Information. Mr. Harlan D. Smith has been appointed to succeed Mr. George W. Wharton as Assistant in Charge of the Office of Information.

(b) Editorial. Mr. Reid, in addition to his new duties, will continue for the time being to immediately super-



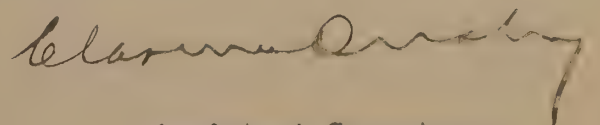
vise the work of reading manuscripts, with the advice and assistance of the Committee on Manuscripts.

(c) Distribution. Mr. Francis J. P. Cleary, who for the past two or three months has been acting as Chief of the Division of Publications has been appointed Superintendent of Distribution in immediate charge of the distribution activities in the Division of Publications.

(d) Motion Pictures. Mr. D. C. Ellis, Special Assistant, will continue in charge of motion picture activities.

During the last few months we have made notable progress in the preparation of more attractive publications and the issue of seasonal and acceptable information. Also we have taken up much lost motion, but I think much more remains to be done to that end in order that we may avoid waste, shorten the time between the preparation of the manuscript and its delivery to the reader, and effect a more intelligent and economical distribution of our publications. The new plan of organization, as outlined herein, will place the publication activities of the Department on a more stable and definite basis and will facilitate the administration of this important branch of the Department's work. I am sure that we shall receive your hearty cooperation and assistance in this matter.

Very truly yours,



Assistant Secretary.





DEPARTMENT OF AGRICULTURE  
WASHINGTON

343  
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the Secretary's File Room

July 17, 1918.

MEMORANDUM NO. 245.

Ethyl Alcohol (absolute) required for  
Official Purposes.

Chiefs of Bureaus, Divisions and Offices are advised that if the necessary quantities of ethyl alcohol (U. S. P.) <sup>are</sup> ~~is~~ supplied the Bureau of Chemistry for redistillation, that bureau will undertake to furnish any ethyl alcohol (absolute) that may be required for official purposes. Ethyl alcohol (U. S. P.) will be obtained as in the present manner through the Bureau of Internal Revenue without bond.

*J. I. Norton*  
Secretary.



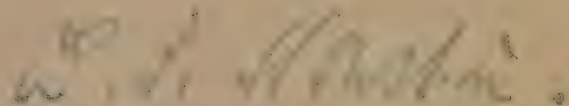
DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

July 17, 1918.

MEMORANDUM NO. 245.

Ethyl Alcohol (absolute) required for Official Purposes.

Chiefs of Bureaus, Divisions and Offices are advised that if the necessary quantities of ethyl alcohol (U. S. P.) are supplied the Bureau of Chemistry for redistillation, that bureau will undertake to furnish any ethyl alcohol (absolute) that may be required for official purposes. Ethyl alcohol (U. S. P.) will be obtained as in the present manner through the Bureau of Internal Revenue without bond.

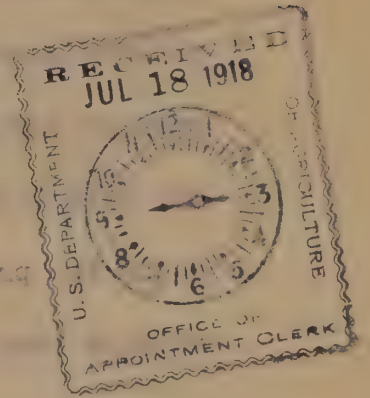


Secretary.

RECEIVED JUL 18 1918

Chief of Bureau, Division of Agriculture, Department of Agriculture

U.S. DEPARTMENT OF AGRICULTURE



REQUEST FOR DUPLICATING.

Bureau of  
~~XXXXXXXXXX~~ Office of the Secretary.

Washington, D. C., July 17 1918

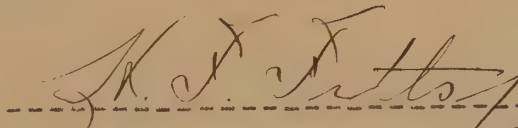
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| 550     | : | Secretary's Memorandum No. 245. |
|         | : | Elite type.                     |
|         | : | Submit proof.                   |

Respectfully,

  
-----  
Private Secretary. Chief  
cccccc

\*\*\*\*\*  
Work Completed .....191 .





United States Department of Agriculture,  
Bureau of Crop Estimates,

WASHINGTON, D. C.

July 12, 1918.

MEMORANDUM FOR THE SECRETARY.



Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods is advised that the law does not exempt Government departments and institutions from the filing of application and bond, and the securing of a permit covering the purchase and use of ethyl alcohol (absolute), and several bureaus have experienced difficulty in securing such alcohol due to the contractor insisting upon this procedure. The Committee has been in correspondence with the bureaus with a view to ascertaining the amount of such alcohol required in a year and has learned that the Bureau of Chemistry has in the past supplied its own absolute alcohol for laboratory use. The Bureau of Chemistry states through one of its representatives that the facilities of that bureau are sufficient to enable it to supply the needs of the other bureaus in this respect, provided the Bureau of Chemistry is furnished with the necessary quantities of ethyl alcohol (U. S. P.) for redistillation. If such an arrangement can be entered into it is believed the difficulty referred to above will be obviated.

It is therefore recommended that the accompanying proposed memorandum be issued for the information of the service.

Respectfully,

*A. J. Appone*  
Acting Chairman,  
Advisory Committee on Finance  
and Business Methods.

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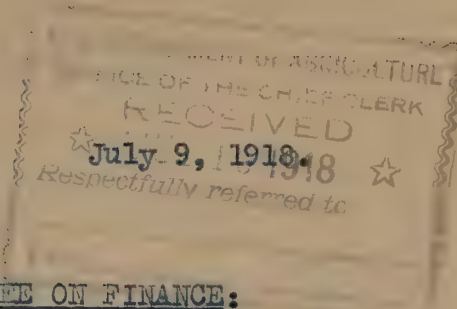
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UNITED STATES DEPARTMENT OF AGRICULTURE,  
OFFICE OF CHIEF CLERK,  
WASHINGTON, D. C.



MEMORANDUM FOR COMMITTEE ON FINANCE:

I am advised by Dr. W. G. Campbell of the Bureau of Chemistry that his bureau can provide for the needs of the Department in the matter of absolute alcohol, provided the bureaus furnish to the Bureau of Chemistry such commercial alcohol for redistillation as they may need.

Mr. Campbell states that the ordinary commercial alcohol (95%) is sufficient for most laboratory purposes. See the last paragraph of Mr. Quinn's memorandum of May 2, 1918 as follows:

This law does not amend Sec. 3464, R.S., which permits the withdrawal of alcohol from bond, free of tax, for the use of the United States.

Chief Clerk.



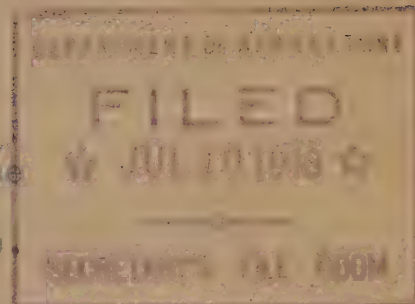


United States Department of Agriculture,  
Bureau of Plant Industry.

Office of Chief of Bureau.

Washington, D. C., June 2, 1918.

Mr. Leon J. Stetson,  
Member of the Committee on Finance  
and Business Methods,  
Department of Agriculture.



Dear Sir:

On May 9, 1918, this Bureau placed with Shoemaker and Busch order No. 47912-P for four dozen one-pound bottles of absolute alcohol, contract item 4420-B. The contractor wrote to us under date of May 14, acknowledging receipt of the order but stating as follows:

"We regret we cannot fill until we receive a permit from you covering same.

"We are advised by the collector of internal revenue in this district that he has a letter from the Commissioner of Internal Revenue, stating that there is no provision in the law or regulations exempting Government Offices or Institutions and that it will be necessary for the proper officer of every Government Department or Institution to file application and bond, and secure permit covering the purchase and use of non-beverage alcohol and send us the order in triplicate, on regulation blanks."

Will you please let us know whether it will be necessary for some officer of the Department to be bonded in



-2-

order that such purchases may be made, and, if so, whether this will be done through some one person or should each Bureau have a bonded officer for this purpose.

Very truly yours,

A handwritten signature in dark ink, appearing to read "J. Edgar Hoover", written in a cursive style.

Chief Clerk.

/s/



May 28, 1918.

Mr. Zappone:

In accordance with your request, I called up Mr. Hurry of the office of the Commissioner of Internal Revenue yesterday (May 27th), in reference to the matter contained in memorandum dated May 2, 1918, addressed to Mr. Ashley by Mr. Quinn.

Mr. Hurry referred me to Dr. Emery of the Distilled Spirits Division, Bureau of Internal Revenue, and I asked him whether the plan outlined in Mr. Quinn's memorandum providing that the property clerk of each bureau using alcohol should apply for a permit for his bureau is in accordance with the requirements of the Internal Revenue regulations. Dr. Emery stated that such an application for a permit was necessary in the manner outlined and would meet the requirements. I then asked him whether a bond would be required of the property clerk for the faithful compliance with the laws and regulations, and he stated that it would be. When I asked him whether a war revenue stamp would be required on the bond he stated that this question is under the jurisdiction of Mr. Andrews, Documentary Stamp Division, with whom he connected me.

On stating the matter to Mr. Andrews, he said that a stamp would not be required if it was made plain in the application and bond that the employee was acting in behalf of the United States on official business and in the performance of his official duties. I asked Mr. Andrews whether we could quote him to that effect in submitting our applications for the various bureaus, and he said that he would agree to being quoted to the effect that if the question were submitted for his decision he would rule that no stamp is required.

Respectfully  
*W. G. Smith*



In accordance with your request, I called on Mr. Henry of

the office of the Commissioner of Internal Revenue, who

Mr. Henry referred me to Mr. James of the United States

Division, Bureau of Internal Revenue, and I asked him whether the plan

outlined in Mr. Quinn's memorandum providing that the property should be

each person using alcohol should apply for a permit for his business is

in accordance with the requirements of the Internal Revenue regulations.

Mr. Henry stated that such an application for a permit was necessary in

the matter outlined and would meet the requirements. I then asked him

whether a bond would be required of the property owner for the alcohol

compliance with the laws and regulations, and he stated that it would be.

When I asked him whether a tax revenue stamp would be required on the bond

Revenue Stamp Division, with whom he connected me.

On stating the matter to Mr. Andrews, he said that a stamp would

not be required if it was made plain in the application and bond that the

applicant was acting in behalf of the United States or official business.

and in the performance of his official duties. I asked Mr. Andrews whether

he could prove him to that effect in submitting an application for the

stamp to being quoted to the

for his decision he would

DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

OFFICE OF INSPECTION

May 2, 1918.

MEMORANDUM FOR MR. ASHLEY.

Dear Mr. Ashley:

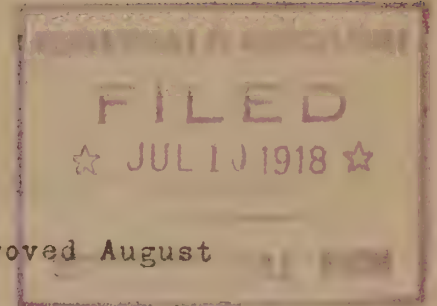
Because of the Act of Congress approved August 10, 1917, known as the Food Control Act, several of the bureaus of the Department have been unable to obtain delivery of absolute alcohol from contractors.

To obtain alcohol under the provisions of this Act, from which the Government Departments are not exempt, a permit for the use of distilled spirits for other than beverage purpose is necessary. This permit is issued to an applicant by the Internal Revenue Bureau only after he has filed a bond for the faithful compliance with laws and regulations. It is believed that a real estate bond is sufficient.

A dealer must be furnished with an application, based on the permit, for each order for alcohol.

In order to comply with these requirements, either of the following is necessary:

1. Some one employee, acting for the Department as a whole, should apply for a permit. In this case, all orders for alcohol must go through his hands.
2. The property clerk of each bureau using alcohol of this kind should apply for a permit for his bureau.



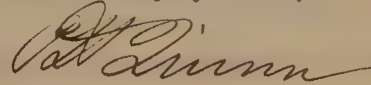


-2-

This law does not amend Sec. 3464, R.S., which permits the withdrawal of alcohol from bond, free of tax, for the use of the United States.

Herewith are three forms of the Bureau of Internal Revenue.

Very truly yours,

A handwritten signature in dark ink, appearing to read "W. A. Rorer", written in a cursive style.

(enclosures)





APPLICATION FOR PERMIT TO USE OR SELL DISTILLED SPIRITS FOR OTHER THAN BEVERAGE  
PURPOSES WITH COLLECTOR'S APPROVAL THEREOF.

\_\_\_\_\_, 191  
To \_\_\_\_\_

Collector \_\_\_\_\_ District of \_\_\_\_\_

The undersigned having filed appropriate bond hereby makes application to use, sell, use and sell  
(Strike out words not applicable.)  
distilled spirits for other than beverage purposes, (a) analytical purposes in the  
Department of Agriculture in Washington and for shipment to its agents  
throughout the United States. This alcohol is not to be used for  
beverage purposes or in making any preparation which could be used  
as a beverage.

(If this space is insufficient to enter required details, same may be continued on a separate sheet to be pasted hereto.)

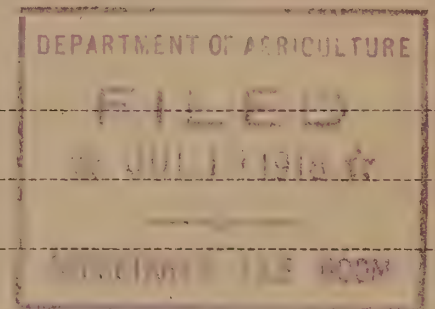
The probable quantity that will remain outstanding as a charge against the applicant's bond  
undisposed of, in transit, in process of manufacture, or on storage, will be \_\_\_\_\_ proof  
gallons.

Approved: \_\_\_\_\_

(Signed) \_\_\_\_\_

Collector \_\_\_\_\_ dist. of \_\_\_\_\_

Dated, \_\_\_\_\_, 191\_\_\_\_\_



(a) Here state in detail the purpose for which the alcohol is to be used and if to be sold, insert a statement that it will be sold only to users or dealers holding like permits, and for nonbeverage purposes.

This application is to be made by the applicant in duplicate. After approval, one copy is to be retained by the collector and the other delivered to the applicant who will post the same conspicuously in his place of business. Nontransferrable and may be canceled or revoked by the Commissioner of Internal Revenue or the Collector of the district.

1. The undersigned hereby certifies that the foregoing is a true and correct copy of the original as the same appears in the records of the Department of the Interior.

2. The undersigned further certifies that the foregoing is a true and correct copy of the original as the same appears in the records of the Department of the Interior.

3. The undersigned further certifies that the foregoing is a true and correct copy of the original as the same appears in the records of the Department of the Interior.

Approved:

(Signed)

Colonel

4. The undersigned further certifies that the foregoing is a true and correct copy of the original as the same appears in the records of the Department of the Interior.

**BOND OF APPLICANT FOR PERMIT TO USE OR SELL DISTILLED SPIRITS FOR OTHER THAN  
BEVERAGE PURPOSES.**

KNOW ALL MEN BY THESE PRESENTS, That \_\_\_\_\_  
of \_\_\_\_\_ as principal, and \_\_\_\_\_  
of \_\_\_\_\_  
as surety, are held and firmly bound unto the United States of America in the sum of \_\_\_\_\_  
\_\_\_\_\_ dollars, lawful money of the United States, for the payment whereof to the  
United States we bind ourselves, our heirs, executors, administrators, successors or assigns, jointly  
and severally, firmly by these presents.

Witness our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 191 .

WHEREAS the above-bounded principal has made application for a permit to use, sell, use and sell  
(Strike out words not applicable.)  
distilled spirits for other than beverage purposes at \_\_\_\_\_  
\_\_\_\_\_

in the \_\_\_\_\_ Collection District of \_\_\_\_\_

NOW, THEREFORE, the condition of this obligation is such that if the said principal shall fully  
and faithfully comply with all the requirements of the Act of Congress, approved August 10, 1917, known  
as the Food Control Act, and all regulations issued pursuant thereto, and with all the requirements of  
the Internal Revenue laws of the United States and all regulations issued pursuant thereto, then this  
obligation to be void; otherwise to remain in full force and virtue.

Signed, sealed, and delivered in the presence of—

|       |              |
|-------|--------------|
| _____ | _____ [SEAL] |
| _____ | _____ [SEAL] |
| _____ | _____ [SEAL] |
| _____ | _____ [SEAL] |

Approved:

Collector . \_\_\_\_\_ Dist. of \_\_\_\_\_

Dated, \_\_\_\_\_, 191





....., 191

**To** \_\_\_\_\_

*Collector* ----- *District of* -----

(Strike out words not applicable.)

[illegible]

(Signed) \_\_\_\_\_

I hereby certify that I am \_\_\_\_\_

Quantity distilled spirits disposed of under permit in accordance with *Proof Galls.*

terms thereof since July 1, 191

Quantity still outstanding, undisposed of, this day \_\_\_\_\_

Quantity applied for herein \_\_\_\_\_

**Total,**

Penal sum of current bond ..... \$.....

(Signed) \_\_\_\_\_

Collector ----- Dist. of -----

Dated, \_\_\_\_\_, 191\_\_\_\_\_





By.

Address correspondence to  
Chief U. S. Weather Bureau

U. S. DEPARTMENT OF AGRICULTURE  
WEATHER BUREAU

OFFICE OF CHIEF CLERK

WASHINGTON, D. C.

June 17, 1918.

Mr. L. M. Estabrook, Chairman,

Advisory Committee on Finance and  
Business Methods,

Bureau of Crop Estimates.

Sir:

Referring to your letter of January 12, 1918, in  
which you ask for information concerning the use and  
needs for ethyl alcohol by the Weather Bureau:

The following information is furnished:

(1) The amount of ethyl alcohol (~~absolute~~) used in  
this Bureau during the present fiscal year; 25 gallons.

(2) The amount of ethyl alcohol (~~absolute~~) on hand  
at present; 5 gallons.

(3) The amount of ethyl alcohol (~~absolute~~) estimated  
as necessary during the coming fiscal year; 25 gallons.

(4) The use to which said ethyl alcohol (~~absolute~~)  
is put; Low temperature testing, experimental work in lab-  
oratory, etc.

The above information applies to ethyl alcohol, 95%,  
and not to the absolute grade. We have no need for the  
latter but the 95% ethyl is essential for our work.

The filing of a bond by one employee for all the needs  
of the Department or a bond by the chief of our Supplies  
Division, to meet our requirements, will be satisfactory.  
We have no preference in the matter.

Respectfully,



Chief Clerk.



UNITED STATES DEPARTMENT OF AGRICULTURE,  
BUREAU OF ANIMAL INDUSTRY,  
WASHINGTON, D. C.

ADDRESS REPLY TO  
"CHIEF OF BUREAU OF ANIMAL INDUSTRY,"  
AND REFER TO P.

JFF.

June 17, 1918.

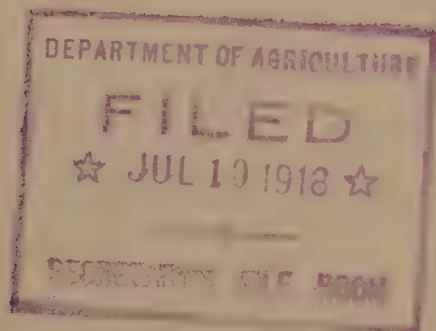
Mr. Leon M. Estabrook, Chairman,  
Advisory Committee on Finance  
and Business Methods.

Sir:

Referring to your letter of the 12th instant, relative to the use of ethyl alcohol (absolute) in this Bureau, there is given below a statement setting forth the information desired:

- (1). The amount of ethyl alcohol (absolute) used in this Bureau during the current fiscal year was - 205 pounds.
- (2). The amount of ethyl alcohol (absolute) on hand in this Bureau at present is - 38 pounds.
- (3). The amount of ethyl alcohol (absolute) estimated as necessary during the coming fiscal year is - 250 pounds.
- (4). The said ethyl alcohol (absolute) is used in this Bureau for Scientific Research Work: (the preparation of Ophthalmic Tuberculin, making indicators and organic preparations, in the examination of fats and oils for crystallization of fatty acids, in aniline color extractions, in the preparation of tissues for microscopic examination, and in chemical work on poisonous plants.

Very respectfully,



*Leahurst*  
Chief Clerk of Bureau.





United States Department of Agriculture,  
Bureau of Plant Industry.

L

Office of Chief of Bureau.

Washington, D. C., June 17, 1918

Mr. Leon M. Estabrook, Chairman,  
Advisory Committee on Finance  
and Business Methods.

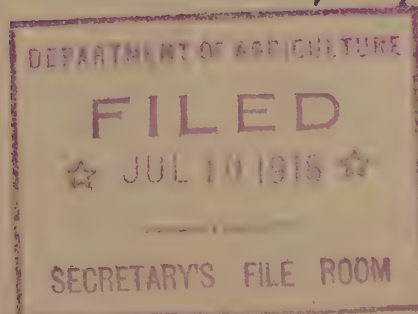
Dear Mr. Estabrook:

In reference to your letter of June 11, referring to the purchase of ethyl alcohol (absolute) for laboratory use, we purchased for the use of this Bureau during the present fiscal year 475 pounds of this alcohol, in one-pound bottles, and have on hand at the present time 99 pounds. We expect to purchase during the next fiscal year about the same quantity as purchased during the present fiscal year.

This alcohol is used for staining and preserving, killing plant tissue, as a chemical reagent, for dehydrating, as a solvent, and for other laboratory purposes.

Very truly yours,

*M. A. Taylor*  
Chief of Bureau.





United States Department of Agriculture,  
Bureau of Plant Industry.

L

Office of Chief of Bureau.

Washington, D. C., June 17, 1918

Mr. Leon M. Estabrook, Chairman,  
Advisory Committee on Finance  
and Business Methods.

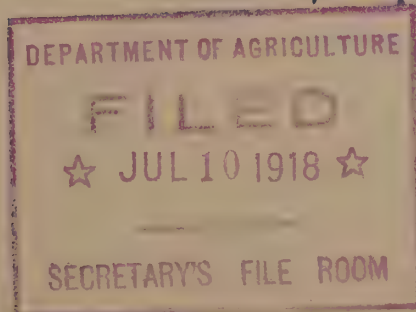
Dear Mr. Estabrook:

In reference to your letter of June 11, referring to the purchase of ethyl alcohol (absolute) for laboratory use, we purchased for the use of this Bureau during the present fiscal year 475 pounds of this alcohol, in one-pound bottles, and have on hand at the present time 99 pounds. We expect to purchase during the next fiscal year about the same quantity as purchased during the present fiscal year.

This alcohol is used for staining and preserving, killing plant tissue, as a chemical reagent, for dehydrating, as a solvent, and for other laboratory purposes.

Very truly yours,

*B. A. Taylor*  
Chief of Bureau.





*Handwritten: 2.1.18*  
*Handwritten: K. C.*

DEPARTMENT OF AGRICULTURE,  
BUREAU OF CHEMISTRY,  
WASHINGTON, D. C.

ADDRESS REPLY  
CHIEF, BUREAU OF CHEMISTRY,  
AND REFER TO

JUN 14 1918

Mr. Leon M. Estabrook, Chairman,  
Advisory Committee on Finance and  
Business Methods,  
Bureau of Crop Estimates,  
Washington, D. C.

Dear Sir:

Your letter of June 11, addressed to Dr. Alsberg,  
regarding Ethyl Alcohol (Absolute) is received. In  
reply we beg to advise as follows:

(1) During the present fiscal year we have  
used approximately 235 gallons.

(2) We have on hand at the present time one  
gallon.

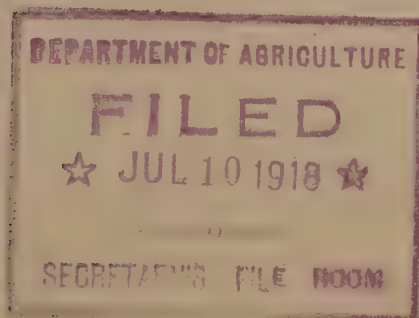
(3) It is estimated that the amount necessary  
during the coming fiscal year will be somewhat in ad-  
vance over that used this year, owing to the increase  
in our Color Investigations work. The amount of this  
increase is problematical, but will not be less than  
10%.

(4) This alcohol is used by this Bureau for the  
preparation of proteins and colors, and also in general  
laboratory work.

Respectfully,

*W. G. Comstock*

Assistant Chief.







UNITED STATES DEPARTMENT OF AGRICULTURE,  
BUREAU OF ENTOMOLOGY,  
WASHINGTON, D. C.

June 14, 1918.

Mr. Leon M. Estabrook,  
Chairman, Advisory Committee,  
on Finance and Business Methods.

Dear Mr. Estabrook:

In reply to yours of the 12th instant relative  
to the purchase of ethyl alcohol for use in this Bureau,  
I beg to advise as follows:

(1) The amount of ethyl alcohol (absolute) used  
in your Bureau during the present fiscal year: ...50,000 c.c.  
or 100 lbs.

(2) The amount of ethyl alcohol (absolute) on  
hand at present: .....10 lbs.

(3) The amount of ethyl alcohol (absolute) esti-  
mated as necessary during the coming fiscal year: ...150 lbs.

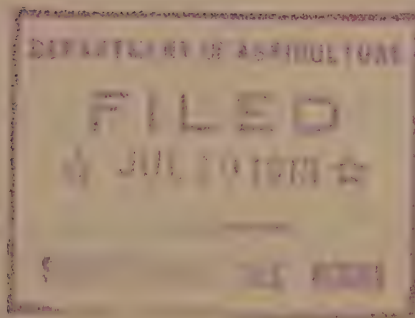
(4) The use to which said ethyl alcohol (absolute)  
is put: ..... Ethyl alcohol (absolute) is used for dehydrating  
scale insects prior to making permanent mounts in balsam,  
preparation of insects for microscopic study, preserving entom-  
ological specimens, etc.

Yours very truly,

*L. O. Howard*

Chief of Bureau.

✓  
sbw-mmh.





UNITED STATES DEPARTMENT OF AGRICULTURE  
BUREAU OF BIOLOGICAL SURVEY  
WASHINGTON, D. C.

ADDRESS REPLY TO  
CHIEF, BUREAU OF BIOLOGICAL SURVEY,  
AND REFER TO

June 13, 1918.

Mr. Leon M. Estabrook,

Chairman, Advisory Committee on Finance & Business Methods.

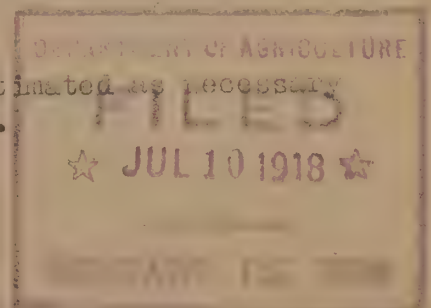
Dear Mr. Estabrook:

Replying to your communication of June 12 concerning ethyl alcohol (absolute), I may state as follows:

- (1) Amount of ethyl alcohol (absolute) used in this Bureau during the present fiscal year - about 1 pound.
- (2) Amount of ethyl alcohol (absolute) on hand at present - 3 pounds.
- (3) Amount of ethyl alcohol (absolute) estimated as necessary during the coming fiscal year - none.
- (4) A small quantity of ethyl alcohol (absolute) is necessary in this Bureau for use in the preparation of specimens for study under the microscope.

Although your letter calls for information concerning ethyl alcohol (absolute) only, I am giving below answers to the four questions concerning ethyl alcohol (U.S.P.) of which this Bureau uses a considerable amount and for which a permit and filing of a bond is required as in the case of the ethyl alcohol (absolute).

- (1) Amount of ethyl alcohol (U.S.P.) used in this Bureau during the present fiscal year - 46 gallons.
- (2) Amount of ethyl alcohol (U.S.P.) on hand at present - 40 gallons.
- (3) Amount of ethyl alcohol (U.S.P.) estimated as necessary during the coming fiscal year - 46 gallons.







(4) Ethyl alcohol (U.S.P.) is used in this Bureau for the preservation of various kinds of specimens.

Very truly yours,

*E. W. Nelson*  
Chief of Bureau.



Mr. Harrison.

no legal objection has  
been found to the proposed memorandum.  
This Office has been informed by  
Mr. Kruger of Crop Estimates that in  
an interview with the Bureau of Inter-  
nal Revenue he was assured that  
the proposed procedure in no way  
violated any rules or regulations of  
the Treasury in reference to alcoholic  
liquors.

C. H. H.

1/11/11



DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

Printed 550

FILED  
★ OCT 16 1926  
Please return to  
the Secretary's File Room

July 18, 1918.

MEMORANDUM NO. 246.

Amendment to Form of Contracts: Employment of Brokers  
or Contingent-Fee Operators in Connection with  
Government Contracts Prohibited.

At the suggestion of the Attorney General the following covenant  
hereafter shall be inserted in all contracts executed by or on behalf  
of the Department of Agriculture:

The contractor expressly warrants that he has employed no third person to solicit or obtain this contract in his behalf, or to cause or procure the same to be obtained upon compensation in any way contingent, in whole or in part, upon such procurement; and that he has not paid, or promised or agreed to pay, to any third person, in consideration of such procurement, or in compensation for services in connection therewith, any brokerage, commission, or percentage upon the amount receivable by him hereunder; and that he has not, in estimating the contract price demanded by him, included any sum by reason of any such brokerage, commission or percentage; and that all moneys payable to him hereunder are free from obligation of any other person for services rendered, or supposed to have been rendered, in the procurement of this contract. He further agrees that any breach of this warranty shall constitute adequate cause for the annulment of this contract by the United States, and that the United States may retain to its own use from any sums due or to become due thereunder an amount equal to any brokerage, commission, or percentage so paid, or agreed to be paid.

Paragraph 30 of the Fiscal Regulations effective December 1, 1917, is hereby amended by the addition of the following sentence:

No person shall be received as a contractor who is not a manufacturer of or regular dealer in the articles which he offers to supply.

  
Secretary.





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
~~PLEASE RETURN TO THE~~

*File*  
July 18, 1918.

~~SECRETARY'S FILE ROOM.~~

MEMORANDUM NO. 246.

WASHINGTON **FILED**

★ OCT 16 1936 W

Amendment to Form of Contracts: Employment of Brokers or Contingent-Fee Operators in Connection with Government Contracts Prohibited. *Please return to the Secretary's File Room*

At the suggestion of the Attorney General the following covenant hereafter shall be inserted in all contracts executed by or on behalf of the Department of Agriculture:

The contractor expressly warrants that he has employed no third person to solicit or obtain this contract in his behalf, or to cause or procure the same to be obtained upon compensation in any way contingent, in whole or in part, upon such procurement; and that he has not paid, or promised or agreed to pay, to any third person, in consideration of such procurement, or in compensation for services in connection therewith, any brokerage, commission, or percentage upon the amount receivable by him hereunder; and that he has not, in estimating the contract price demanded by him, included any sum by reason of any such brokerage, commission, or percentage; and that all moneys payable to him hereunder are free from obligation to any other person for services rendered, or supposed to have been rendered, in the procurement of this contract. He further agrees that any breach of this warranty shall constitute adequate cause for the annulment of this contract by the United States, and that the United States may retain to its own use from any sums due or to become due thereunder an amount equal to any brokerage, commission, or percentage so paid, or agreed to be paid.

Paragraph 30 of the Fiscal Regulations, effective December 1, 1917, is hereby amended by the addition of the following sentence:

No person shall be received as a contractor who is not a manufacturer of or regular dealer in the articles which he offers to supply.

*D. A. Houston*  
Secretary.  
DEC 11 1917  
DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY

PLEASE RETURN TO THE  
SECRETARY'S OFFICE

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\* 1935

MEMORANDUM NO. 246.

or Contingent-Fee Operators in Connection with  
Government Contracts Prohibited.

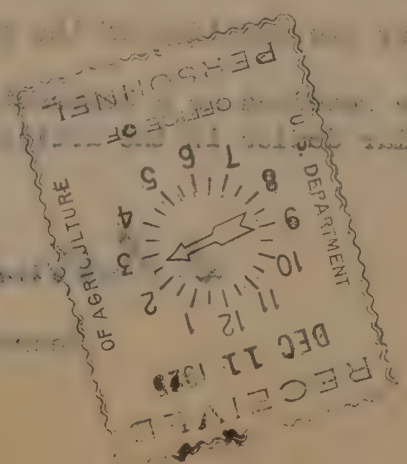
At the suggestion of the Attorney General the following covenant

hereafter shall be inserted in all contracts executed by or on behalf

of the Department of Agriculture:

The contractor expressly warrants that he has employed no  
third person to solicit or obtain this contract in his behalf,  
or to cause or procure the same to be obtained upon compensa-  
tion in any way contingent, in whole or in part, upon such  
to pay, to any third person, in consideration of such procure-  
ment, or in compensation for services in connection therewith,  
the contract price demanded by him, included any sum by reason  
of any such brokerage, commission, or percentage; and that all  
moneys payable to him hereunder are free from obligation to any  
other person for services rendered, or supposed to have been  
cause for the annulment of this contract by the United States,  
and that the United States may retain to its own use from any  
sums due or to become due thereunder an amount equal to any  
brokerage, commission, or percentage so paid, or agreed to be

Paragraph 20 of the Fiscal Regulations, effective December 1,



supply.

DEPARTMENT OF AGRICULTURE  
WASHINGTON

July 3, 1918.

MEMORANDUM # \_\_\_\_\_

Paragraph 30 of the Fiscal Regulations effective December 1, 1917 is hereby amended by adding the following sentence at the end of the paragraph:

"No person shall be received as a contractor who is not a manufacturer of or regular dealer in the articles which he offers to supply".

Secretary.





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SOLICITOR  
WASHINGTON, D. C.

JUL -3 1918

MEMORANDUM FOR MR. REESE:

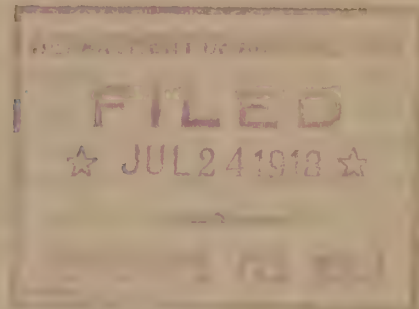
Reference is made to your memorandum of June 22, 1918, relating to leaflet that you propose to attach to proposals sent out from the Department.

I would suggest that the leaflet be prepared in conformity with the appended form.

It is also suggested that the Secretary be asked to approve the proposed new Departmental regulation set forth in the leaflet.

*L. M. Cox*  
Solicitor.

Enclosure





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SOLICITOR  
WASHINGTON, D. C.

SPECIAL NOTICE TO BIDDERS.

Attention is directed to the following regulations of the  
Department of Agriculture:

"No person shall be received as a contractor who  
is not a manufacturer of or regular dealer in the  
articles which he offers to supply."

Bidders in submitting bids to the Department of Agriculture shall  
state whether or not they are manufacturers of or regular dealers  
in the articles which they offer to supply.

Bidders must agree to execute a formal contract covering  
the subject matter of the bid and embodying, among others, the fol-  
lowing paragraph:

"The contractor expressly warrants that he has  
employed no third person to solicit or obtain this con-  
tract in his behalf, or to cause or procure the same to  
be obtained upon compensation in any way contingent, in  
whole or in part, upon such procurement; and that he has  
not paid, or promised or agreed to pay, to any third per-  
son, in consideration of such procurement, or in compensa-  
tion for services in connection therewith, any brokerage,  
commission, or percentage upon the amount receivable by  
him hereunder; and that he has not, in estimating the con-  
tract price demanded by him, included any sum by reason of  
any such brokerage, commission, or percentage; and that all  
monies payable to him hereunder are free from obligation  
to any other person for services rendered, or supposed to  
have been rendered, in the procurement of this contract.  
He further agrees that any breach of this warranty shall  
constitute adequate cause for the annulment of this contract  
by the United States, and that the United States may retain  
to its own use from any sums due or to become due there-  
under an amount equal to any brokerage, commission, or per-  
centage so paid, or agreed to be paid."

These conditions attached to and made a part of this proposal  
form must be observed by all persons making proposals to the Depart-



-2-

ment of Agriculture and no proposal will be considered which does not comply therewith.

Chief Clerk; Chairman, Board of Awards,  
U. S. Department of Agriculture.





June 22, 1918.

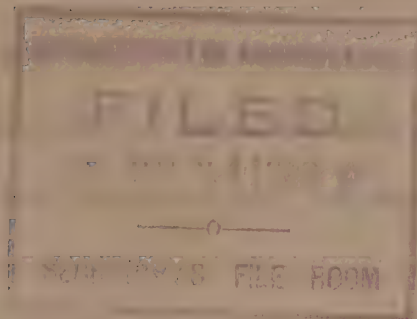
Memorandum for the Solicitor:

Attached please find copy of a letter from the Attorney General, dated June 18, 1918, and draft of leaflet which I propose to attach to every proposal hereafter sent out from this Department.

I respectfully request your advice as to whether in the form drafted it is sufficient to accomplish the purpose desired.

Very truly yours,

Chief Clerk.





Office of the Attorney General

Washington, D. C.

May 18, 1918.

Hon. David F. Houston,  
Secretary of Agriculture.

Sir:

A situation which has arisen in the matter of government contracts seems to me to require summary action. Owing to the tremendous increase in government business and the speed with which it must be executed, some manufacturers because of ignorance or misinformation have thought it necessary to negotiate with the government through contract brokers or contingent fee operators. It follows that the system requires a contractor in making his estimate to load his bid with the contingent fee item. The courts have universally condemned the contingent fee contract. The methods employed by the contingent fee operator are often insidious and reprehensible, and, in view of the fact that the average fee is five per cent, the resulting cost to the government is very great. As a means of breaking up this practice I have prepared the following form of covenant, which the President requests shall be inserted in all government contracts:

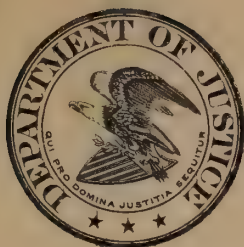
The contractor expressly warrants that he has employed no third person to solicit or obtain this contract in his behalf, or to cause or procure the same to be obtained upon compensation in any way contingent, in whole or in part, upon such procurement; and that he has not paid, or promised or agreed to pay, to any third person, in consideration of such procurement, or in compensation for services in connection therewith, any brokerage, commission, or percentage upon the amount receivable by him hereunder; and that he has not, in estimating the contract price demanded by him, included any

...commission, or percentage;  
...in hereunder are free from obli-  
...of this contract. No  
...of this contract by the United  
...may retain to its own use  
...to

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...contractor who is not a manufacturer or or regular dealer  
...which he offers to supply." This will synchronize the  
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(Signed) T. W. GIBSON



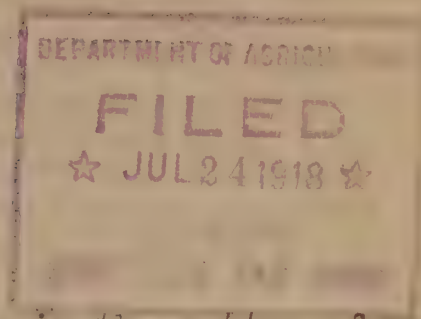


Office of the Attorney General,  
Washington, D. C.

*Chapman*  
*supp*

June 18, 1918.

Honorable David F. Houston,  
Secretary of Agriculture.



S i r:

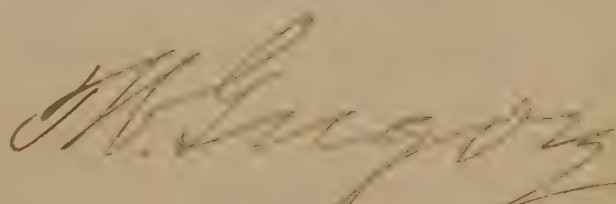
A situation which has arisen in the matter of government contracts seems to me to require summary action. Owing to the tremendous increase in government business and the speed with which it must be executed, some manufacturers because of ignorance or misinformation have thought it necessary to negotiate with the government through contract brokers or contingent fee operators. It follows that the system requires a contractor in making his estimate to load his bid with the contingent fee item. The courts have universally condemned the contingent fee contract. The methods employed by the contingent fee operator are often insidious and reprehensible, and, in view of the fact that the average fee is five per cent, the resulting cost to the government is very great. As a means of breaking up this practice I have prepared the following form of covenant, which the President requests shall be inserted in all government contracts:



The contractor expressly warrants that he has employed no third person to solicit or obtain this contract in his behalf, or to cause or procure the same to be obtained upon compensation in any way contingent, in whole or in part, upon such procurement; and that he has not paid, or promised or agreed to pay, to any third person, in consideration of such procurement, or in compensation for services in connection therewith, any brokerage, commission, or percentage upon the amount receivable by him hereunder; and that he has not, in estimating the contract price demanded by him, included any sum by reason of any such brokerage, commission, or percentage; and that all monies payable to him hereunder are free from obligation to any other person for services rendered, or supposed to have been rendered, in the procurement of this contract. He further agrees that any breach of this warranty shall constitute adequate cause for the annulment of this contract by the United States, and that the United States may retain to its own use from any sums due or to become due thereunder an amount equal to any brokerage, commission, or percentage so paid, or agreed to be paid.

As an additional protection it is requested that your department adopt as a regulation the following language taken from Section 3722, p. 735 R. S. as applied to the Navy Department: "And no person shall be received as a contractor who is not a manufacturer of or regular dealer in the articles which he offers to supply." This will synchronize the action of officials of your department with that of the contractor who is prohibited by Section 3737 R. S. from transferring his contract or order, or any interest therein, to any other party.

Very truly yours,

  
Attorney General.





McG.

FILED

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Please return to  
the Secretary's File Room

DEPARTMENT OF AGRICULTURE  
WASHINGTON

July 20, 1918.

MEMORANDUM NO. 247.

Telegrams.

Several memoranda have been issued by this office regarding the preparation and dispatch of telegrams. Memorandum No. 181, dated December 13, 1916, pointed out specific instances in which telegrams could be shortened and unnecessary words eliminated and also emphasized the necessity of refraining from the use of telegrams when letters would serve the purpose. These statements were repeated in Memorandum No. 211, dated June 21, 1917, and the additional suggestion was made that, with a view to restrict the use of telegrams to cases of necessity and to reduce the number of words to the minimum, there should be designated in each bureau, division and office of the Department some one employee through whose hands would pass all telegrams before transmission to the telegraph office. It was contemplated that this employee would be charged with the specific duty of seeing that unnecessary words are eliminated and that no telegram is sent where a letter will answer the purpose.

These memoranda are again called to the attention of chiefs of bureaus, divisions, and offices with the request that the procedure



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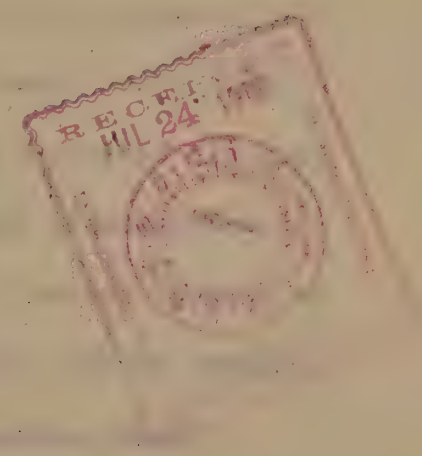
Received of the Treasurer of the  
Board of Directors of the  
City of New York the sum of

Five hundred and no/100 Dollars

for the purchase of the same

for the use of the City of New York

in full payment of the same



outlined therein be closely followed.

The burden upon the telegraph companies is constantly increasing and it is highly essential that no effort be omitted to reduce the number of official telegrams and to eliminate unnecessary words. No message should be forwarded unless it is entirely clear that the necessities of the situation require it. Some one employee in each bureau, independent office, division, or board, should be designated to vise all telegrams originating in any branch of the bureau, independent office, division, or board. The Secretary's office should be advised immediately of the name of the employee so designated and, thereafter, the telegraph operator will refuse to transmit any telegram which does not bear the initials of such employee, who will be charged with the specific duty of scrutinizing all outgoing messages.

In order to assist further in the proper handling of telegraphic communications, it has been decided to classify all outgoing business received at the Department's telegraph office as follows:

- RUSH - Messages which should be expedited as much as possible;
- DAY - Messages which can be handled in the class with other preferred commercial and press business and delivered on the day filed;
- NIGHT - Messages which are not immediately urgent and which will be delivered at 8 A. M. of the day following the day on which they are filed.

No telegrams will be transmitted which have not been so classified and it will be the duty of the person designated to vise telegrams to see

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that every telegram is given its proper classification.

Telegrams should be sent as NIGHT messages whenever it is possible to do so. It is believed that, in most instances, either RUSH or NIGHT messages should be used. A message stamped RUSH indicates that it must be transmitted at once. DAY messages should be used only in cases where it is essential that they be delivered on the day filed; otherwise, NIGHT messages will serve the purpose. It should be borne in mind that a large number of telegrams are transmitted during the latter part of the day and, except in special cases, every need probably will be met by their delivery early the next morning.

Telegrams originating in some of the bureaus are not transmitted through the Department's telegraph office. In order to secure uniformity of action throughout the Department, these bureaus are expected to adhere to the general provisions of this memorandum.

It may become necessary at times to send messages after the Department's telegraph office is closed. Such messages, if they are approved by some responsible official of the bureau, may be filed at the offices of one of the telegraph companies; but carbon copies should be promptly transmitted to the Department's telegraph office so that they can be placed on file.

Hereafter, upon the delivery of messages at the Department's telegraph office, the carbon copies will be stamped by the operator or clerk with the date and time of receipt. This procedure will necessitate



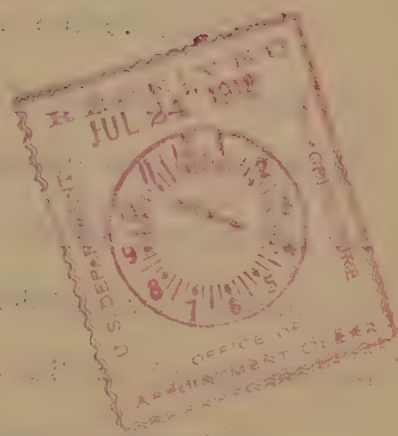
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the sending of two carbon copies to the telegraph office with the ribbon copy of the telegram. One of the copies will be returned to the bureau with the date and time of receipt indicated thereon. In no case should copies of telegrams prepared for the signature of the Secretary or the Acting Secretary be mailed or referred to in correspondence until the stamped copy has been received from the telegraph office.

*J. F. Johnston*

Secretary.

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*[Faint signature]*



DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

OFFICE OF INSPECTION

July 3, 1918.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

Both Mr. Forbes and I have given careful consideration to the attached memorandum relative to telegrams. The scheme for censorship and classification is fine and we have no suggestions by way of amendment or addition to the memorandum. In addition to former memorandums on the subject you of course appreciate that our Fiscal and Administrative regulations contain much regarding the use of the telegraph. I think it would be unwise, however, to repeat those instructions in the present memorandum, as such a plan would tend to subordinate the importance of the new features you plan to introduce. In a word I think the memorandum is O.K. just as it stands.

Very truly yours,

*Alex. M. Ashley*

Inspector.

Enclosure.



DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY

MoG.

WASHINGTON

July 3, 1918.

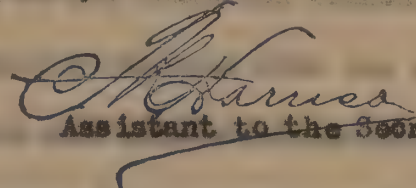
MEMORANDUM FOR MR. ASHLEY.

Dear Mr. Ashley:

The Secretary has been giving a great deal of attention to the question of the preparation and dispatch of telegrams. He now has under consideration the issuance of a memorandum on the subject, a copy of which is enclosed herewith. Before taking final action in the matter, the Secretary would like to have any suggestions you may care to make regarding the proposed memorandum. He thinks it is highly essential and urgent that everything possible be done to restrict the number of telegrams and to eliminate all unnecessary words.

Will you not let the Secretary have your comments not later than July 6?

Very truly yours,

  
Assistant to the Secretary.

Enc.



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

NOV. 21. 1917.

Mr. Ashley:

The Secretary has been advised that the  
Department of the Interior has decided to  
suspend the issuance of a permit to  
allow the use of the land in the  
National Forest. The Secretary has  
been advised that the Department of  
the Interior has decided to suspend  
the issuance of a permit to allow  
the use of the land in the National  
Forest. The Secretary has been  
advised that the Department of the  
Interior has decided to suspend the  
issuance of a permit to allow the  
use of the land in the National  
Forest.

Very truly yours,



DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

## MEMORANDUM NO.

## Telegrams.

Several memoranda have been issued by this office regarding the preparation and dispatch of telegrams. Memorandum No. 181, dated December 13, 1916, pointed out specific instances in which telegrams could be shortened and unnecessary words eliminated and also emphasized the necessity of refraining from the use of telegrams when letters would serve the purpose. These statements were repeated in Memorandum No. 211, dated June 21, 1917, and the additional suggestion was made that, with a view to restrict the use of telegrams to cases of necessity and to reduce the number of words to the minimum, there should be designated in each bureau, division and office of the Department some one employee through whose hands would pass all telegrams before transmission to the telegraph office. It was contemplated that this employee would be charged with the specific duty of seeing that unnecessary words are eliminated and that no telegram is sent where a letter will answer the purpose.

These memoranda are again called to the attention of chiefs of bureaus, divisions, and offices with the request that the procedure

DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

January 10, 1917.

Washington, D. C.

My dear Sir: I have the honor to acknowledge the receipt of your letter of the 7th inst.

and in reply to inform you that the same has been forwarded to the proper authorities.

Very respectfully,  
S. D. H. [Signature]

Enclosed for you are two copies of the report of the Committee on the subject of the

same, which you will find of interest.

I am, Sir, very respectfully,  
Yours very truly,  
S. D. H. [Signature]

Very truly,  
S. D. H. [Signature]

I am, Sir, very respectfully,  
Yours very truly,  
S. D. H. [Signature]

I am, Sir, very respectfully,  
Yours very truly,  
S. D. H. [Signature]

I am, Sir, very respectfully,  
Yours very truly,  
S. D. H. [Signature]

I am, Sir, very respectfully,  
Yours very truly,  
S. D. H. [Signature]

I am, Sir, very respectfully,  
Yours very truly,  
S. D. H. [Signature]

I am, Sir, very respectfully,  
Yours very truly,  
S. D. H. [Signature]

I am, Sir, very respectfully,  
Yours very truly,  
S. D. H. [Signature]

I am, Sir, very respectfully,  
Yours very truly,  
S. D. H. [Signature]

I am, Sir, very respectfully,  
Yours very truly,  
S. D. H. [Signature]

I am, Sir, very respectfully,  
Yours very truly,  
S. D. H. [Signature]

I am, Sir, very respectfully,  
Yours very truly,  
S. D. H. [Signature]

I am, Sir, very respectfully,  
Yours very truly,  
S. D. H. [Signature]

I am, Sir, very respectfully,  
Yours very truly,  
S. D. H. [Signature]



outlined therein be closely followed.

The burden upon the telegraph companies is constantly increasing and it is highly essential that no effort be omitted to reduce the number of official telegrams and to eliminate unnecessary words. No message should be forwarded unless it is entirely clear that the necessities of the situation require it. Some one employee in each bureau, independent office, division, or board, should be designated to vise all telegrams originating in any branch of the bureau, independent office, division, or board. The Secretary's office should be advised immediately of the name of the employee so designated and, thereafter, the telegraph operator will refuse to transmit any telegram which does not bear the initials of such employee, who will be charged with the specific duty of scrutinizing all outgoing messages.

In order to assist further in the proper handling of telegraphic communications, it has been decided to classify all outgoing business received at the Department's telegraph office as follows:

- RUSH - Messages which should be expedited as much as possible;
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- NIGHT - Messages which are not immediately urgent and which will be delivered at 8 A. M. of the day following the day on which they are filed.

No telegrams will be transmitted which have not been so classified and it will be the duty of the person designated to vise telegrams to see

THE JOURNAL OF THE  
ROYAL ANTHROPOLOGICAL INSTITUTE

Volume 100, Part 1, 1970

Editor: J. H. REES, University of Cambridge  
Editorial Board: J. H. REES, University of Cambridge  
J. H. REES, University of Cambridge  
J. H. REES, University of Cambridge

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Telegrams should be sent as NIGHT messages whenever it is possible to do so. It is believed that, in most instances, either RUSH or NIGHT messages should be used. A message stamped RUSH indicates that it must be transmitted at once. DAY messages should be used only in cases where it is essential that they be delivered on the day filed; otherwise, NIGHT messages will serve the purpose. It should be borne in mind that a large number of telegrams are transmitted during the latter part of the day and, except in special cases, every need probably will be met by their delivery early the next morning.

Telegrams originating in some of the bureaus are not transmitted through the Department's telegraph office. The procedure outlined herein, however, should be strictly followed by these bureaus.

Hereafter, upon the delivery of messages at the Department's telegraph office, the carbon copies will be stamped by the operator or clerk with the date and time of receipt. This procedure will necessitate the sending of two carbon copies to the telegraph office with the ribbon copy of the telegram. One of the copies will be returned to the bureau with the date and time of receipt indicated thereon. In no case should copies of telegrams be mailed or referred to in correspondence until the stamped copy has been received from the telegraph office.

Secretary.



OFFICE OF  
THE SECRETARY OF AGRICULTURE

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Harry & I think we ought  
to make circulation  
in the case of outlying  
offices such as those  
referred to by ARS  
& BRS and that  
we should also  
make provision for  
study of telegrams  
abt. 430 daily  
for instance, say send  
a telegram at 5  
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in the Bureau. For  
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DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

July 12, 1918.

MEMORANDUM FOR MR. HARRISON.

Summary of replies from Offices and Bureaus to your Memorandum of July 3, 1918, calling attention to proposed Memorandum in regard to the use of the telegraph and asking for suggestions:

| <u>Name of Bureau<br/>or Office.</u> | <u>Comments and Suggestions.</u>                                                                                                                                                                                                                                                                                                       |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chief Clerk                          | Concurs in classification into Day, Rush and Night<br>All telegrams should be vised by administrative<br>head of office. Telegrams can be avoided in many<br>instances by using a little foresight.                                                                                                                                    |
| Solicitor                            | Concurs in all points raised by memorandum.<br>All telegrams vised by Solicitor or Asst. Solicitor.                                                                                                                                                                                                                                    |
| Farm Management.                     | Concurs. Asks about telegrams filed by field men.<br>What suggestions in regard to them? Should cost<br>of unnecessary telegrams be charged to sender?<br>Holding of confirmation letters until return of<br>stamped carbon copy from telegraf office would<br>delay mailing of such letter.                                           |
| Office of Inspection.                | Concurs throughout. No suggestions.                                                                                                                                                                                                                                                                                                    |
| Appointment Clerk.                   | " " " "                                                                                                                                                                                                                                                                                                                                |
| Office of Exhibits.                  | Concurs throughout. All messages vised by Prof.<br>Scribner, Mr. Ormsby or Mr. Howes.                                                                                                                                                                                                                                                  |
| Animal Industry.                     | Concurs, except that holding of confirmation letters<br>for return of stamped carbon of telegram from Tele-<br>graph Office would delay outgoing mail one day.                                                                                                                                                                         |
| Forest Service.                      | Telegraph messages not sent through Department<br>Telegraph Office. All telegrams vised by Forester<br>or Assistant Forester. Does not concur in the<br>appointment of a subordinate to vise telegrams as it<br>would result in a decision of a superior administra-<br>tive officer being reversed or modified by a sub-<br>ordinate. |
| Chemistry.                           | Concurs throughout. No suggestions.                                                                                                                                                                                                                                                                                                    |
| Soils.                               | " " " "                                                                                                                                                                                                                                                                                                                                |
| Entomology                           | " " " "                                                                                                                                                                                                                                                                                                                                |





| <u>Name of Office<br/>or Bureau.</u> | <u>Comments and Suggestions.</u>                                                                                                                                                                                                                                                                         |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Biology                              | Concurs. Except fears that holding of confirmation letters until return of stamped carbon copy of telegram from Telegraph Office will delay dispatch of such letters until next day. Notes that no mention is made of practice to be followed in sending messages after close of Dept. Telegraph Office. |
| Accounts.                            | Concurs. No suggestions.                                                                                                                                                                                                                                                                                 |
| Publications.                        | Concurs. Chief Clerk designated to pass upon all telegrams.                                                                                                                                                                                                                                              |
| Crop Estimates.                      | Concurs. A. F. Krueger designated to inspect all telegrams.                                                                                                                                                                                                                                              |
| Insecticide and Fungicide Board.     | Concurs. No suggestions.                                                                                                                                                                                                                                                                                 |
| Horticultural Board.                 | " " "                                                                                                                                                                                                                                                                                                    |
| Weather Bureau.                      | Concurs in methods proposed, but Bureau having its own telegraph office does not make use of Department Telegraph Office. Chief Clerk vises all telegrams and will apply rules set forth; except in case of forecasts which are sent in accordance with fixed system of words, etc.                      |
| States Relations Service.            | Concurs; except suggestion that <u>one</u> person be designated to vise all telegrams is impracticable in <del>xxx</del> their case as their offices are scattered among five different buildings. However, copies of all telegrams will be reviewed in the Administrative Office of the Bureau.         |
| Office of Roads.                     | Concurs. No suggestions.                                                                                                                                                                                                                                                                                 |
| Markets.                             | Concurs; except in the case of market news reports going over their own wires which are practically all sent in cypher with a view to shortening to the fullest extent. Forms of market reports are also standardized. All messages vised by Chief Clerk.                                                |

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Plant Indust

Name of Office  
or Bureau.

Comments and Suggestions.

Plant Industry.

Concurs; except in the designation of one employee to vise all telegrams in the following Divisions. Office of Seed and Plant Introduction in Homer Bldg. Also for other offices outside of main building when telegram is urgent.

Classification into Day, Rush and Night must be governed by the exact knowledge of conditions known only to sender. Under present conditions Night letters are not as a rule delivered until late in the afternoon and little dependence can be placed on Night Letters when information must reach party early in the day. This is particularly true in case of field employees who leave stations early in day and do not return till evening; also employees in travel status.

{ Holding confirmation letters until return of stamped copy from Telegraph Office would result in delay of one day.

Use of mail is impossible in many cases on account of unreasonable delay in mail being experience by business men and others at present time and such delay requires more frequent use of telegraph and telephone than was necessary under pre-war conditions.

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Use of mail is impossible in many cases on account of  
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UNITED STATES DEPARTMENT OF AGRICULTURE,  
OFFICE OF CHIEF CLERK,  
WASHINGTON, D. C.

June 15, 1918.

MEMORANDUM FOR MR. HARRISON:

In reference to your recent verbal instructions to me regarding the possibilities of relieving the existing telegraph wire congestion I most respectfully submit the following suggestions. It is believed by classifying the business into three classes, namely, rush, day, night, the service in general will be greatly facilitated. Classification of the business means that messages endorsed "Rush" will be expedited with all possible haste. "Day" means that such messages will be handled the same as all other preferred commercial and press business and will be delivered the same day as filed. "Night" means that such business will be delivered at 8:00 a. m. the following day after the message is filed.

It is also believed that all telegrams should be sent to the administrative office of the bureaus and offices to receive due consideration by some responsible person as to the administrative propriety, composition, and the necessity of being sent by telegraph instead of being mailed. Each message should be signed or initialed and the class of service desired indicated so the telegraph office can identify same as being a bona fide Department telegram.

( )

1. The first part of the report

is devoted to a general description of the

method used in the investigation.

The results of the investigation are

presented in the following table.

The data are arranged in the order

of increasing complexity.

Believing that the above idea is in keeping with your desire to place the telegraph work of the Department on a business-like basis, I most respectfully recommend that this practice be put into effect at the earliest possible date.

Yours very truly,

*G. W. Connor*



DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

July 3, 1918.

MEMORANDUM FOR MR. REESE.

Dear Mr. Reese:

The Secretary has been giving a great deal of attention to the question of the preparation and dispatch of telegrams. He now has under consideration the issuance of a memorandum on the subject, a copy of which is enclosed herewith. Before taking final action in the matter, the Secretary would like to have any suggestions you may care to make regarding the proposed memorandum. He thinks it is highly essential and urgent that everything possible be done to restrict the number of telegrams and to eliminate all unnecessary words.

Will you not let the Secretary have your comments not later than July 6?

Very truly yours,

Assistant to the Secretary.

Enc.

Fine memorandum. No suggestions, unless it be thought worth while to suggest that by exercising due foresight business can be better handled by correspondence than by wire and that letters mailed in time would reduce the number of last-minute telegrams. I believe that many telegrams are sent to save a situation which would have been avoided by getting a letter off in time.

7.3.18

Chief Clerk.



4. 2. 1. 1. 1. 1. 1. 1.

Will you not let the Secretariat make comments not later than

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840. 84

955

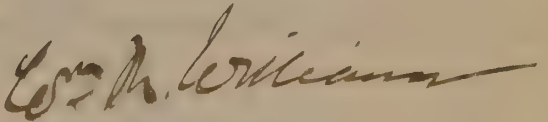
DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SOLICITOR  
WASHINGTON, D. C.

July 5, 1918.

MR. HARRISON:

Receipt is acknowledged of your memorandum of July 3, 1918, transmitting a copy of Secretary's memorandum relative to telegrams, and asking for comments thereon. It appears to me that the proposed memorandum covers the situation very thoroughly, and comment would be superfluous.

With regard to the suggestion that some one employee of this office be designated to vise all telegrams originating here, you are advised that all telegrams of this office are signed or initialled by the solicitor or acting solicitor, and that the necessity for the telegram and the elimination of unnecessary words therefrom is always carefully borne in mind when they are signed or initialled.

  
Solicitor.



Department of Agriculture,

OFFICE OF THE SECRETARY,

Washington, D. C.

OFFICE OF FARM MANAGEMENT.

July 5, 1918.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

I have your memorandum of the third instant enclosing the Secretary's proposed memorandum relating to telegrams.

There are three points that occur to me--

1st. How about telegrams filed by men while in the field?

2d. Should the cost of unnecessary telegrams be charged against the sender?

3d. A telegram filed in Washington for transmission is frequently confirmed by letter. The program outlined in the last paragraph on page 3 may delay such action 12 hours.

*Nonsense*

Very truly yours,

*W. J. Spillman*  
W. J. Spillman,  
Chief.

M/G





that every telegram is given its proper classification.

Telegrams should be sent as NIGHT messages whenever it is possible to do so. It is believed that, in most instances, either RUSH or NIGHT messages should be used. A message stamped RUSH indicates that it must be transmitted at once. DAY messages should be used only in cases where it is essential that they be delivered on the day filed; otherwise, NIGHT messages will serve the purpose. It should be borne in mind that a large number of telegrams are transmitted during the latter part of the day and, except in special cases, every need probably will be met by their delivery early the next morning.

Telegrams originating in some of the bureaus are not transmitted through the Department's telegraph office. ~~Economy and efficiency in the transmission of messages are essential at this time,~~ *and in order to secure* and ~~in the view of securing uniformity of action throughout the Department, in this respect these bureaus are expected to adhere to the general provisions of this memorandum.~~

*may* Whenever it becomes necessary for *at times* any bureau to send messages after the Department's telegraph office is closed, *the correct message* it will be proper *if they are approved by* to do so provided some responsible official of the bureau *may be filed* ~~vises the~~ *first at the office of the telegraph* message and approves it. *and a carbon copy* In such cases ~~a carbon copy of the message~~ *promptly* should be transmitted *one of* immediately to the Department's telegraph office so that it can be placed on file.

Hereafter, upon the delivery of messages at the Department's telegraph office, the carbon copies will be stamped by the operator or clerk with the date and time of receipt. This procedure will necessitate



*Print*

that every telegram is given its proper classification.

Telegrams should be sent as NIGHT messages whenever it is possible to do so. It is believed that, in most instances, either RUSH or NIGHT messages should be used. A message stamped RUSH indicates that it must be transmitted at once. DAY messages should be used only in cases where it is essential that they be delivered on the day filed; otherwise, NIGHT messages will serve the purpose. It should be borne in mind that a large number of telegrams are transmitted during the latter part of the day and, except in special cases, every need probably will be met by their delivery early the next morning.

Telegrams originating in some of the bureaus are not transmitted through the Department's telegraph office. The procedure outlined herein, however, should be strictly followed by these bureaus.

Hereafter, upon the delivery of messages at the Department's telegraph office, the carbon copies will be stamped by the operator or clerk with the date and time of receipt. This procedure will necessitate the sending of two carbon copies to the telegraph office with the ribbon copy of the telegram. One of the copies will be returned to the bureau with the date and time of receipt indicated thereon. In no case should

*prepared for the signature of the Secretary or the Act Secretary*  
copies of telegrams be mailed or referred to in correspondence until the stamped copy has been received from the telegraph office.

*J. S. Hackett*  
Secretary.

*Add \**  
*+*





U. S. DEPARTMENT OF AGRICULTURE  
OFFICE OF THE APPOINTMENT CLERK  
WASHINGTON, D. C.

July 5, 1918.

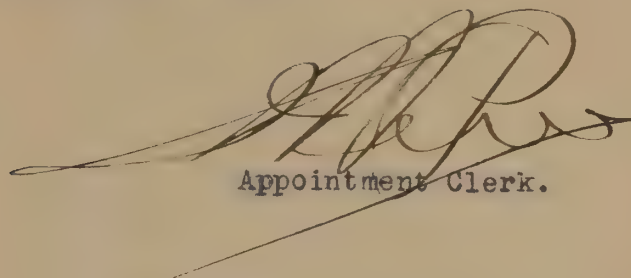
MEMORANDUM.

For the Assistant to the Secretary.

Dear Mr. Harrison:

Replying to your memorandum of July 3, 1918, you are advised that I have no suggestions to offer regarding the proposed memorandum of the Secretary with reference to the preparation and dispatch of telegrams.

Very respectfully,



Appointment Clerk.





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C.

July 5, 1918.

9  
OFFICE OF EXHIBITS

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

I am in receipt of copy of your memorandum of the 3rd instant, in regard to the proposed memorandum regarding the preparation and dispatch of telegrams. I have read the proposed memorandum carefully and have no comments to make which would improve the service proposed. Telegrams from this office will be carefully prepared and made as short as possible. They will bear my initials, or in my absence those of Mr. A. A. Ormsby or Mr. J. W. Howes.

Very truly yours,

*F. Lawson-Scribner*

Expert on Exhibits.

AAO-H



1  
2  
**UNITED STATES DEPARTMENT OF AGRICULTURE,**

**BUREAU OF CHEMISTRY**

**WASHINGTON, D. C.**

**ADDRESS REPLY  
CHIEF, BUREAU OF CHEMISTRY  
AND REFER TO**

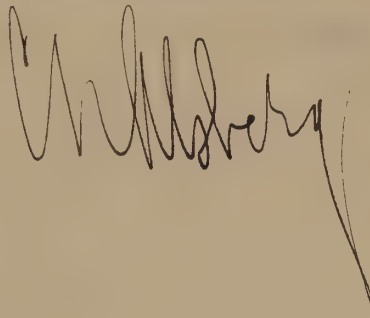
JUL - 8 1917

**MEMORANDUM FOR MR. HARRISON.**

**Dear Mr. Harrison:**

Replying to your memorandum of July 3, I am of the opinion that the proposed memorandum to be issued by the Secretary, in regard to telegrams, will be effective in bringing about a closer supervision of the telegraph business of the Department. This Bureau is in entire sympathy with the move to confine the telegraph business of the Department to those cases where it is necessary for the efficient transaction of the business of the Department.

Very truly yours,



**Chief.**





UNITED STATES DEPARTMENT OF AGRICULTURE,  
BUREAU OF SOILS,  
WASHINGTON, D. C.

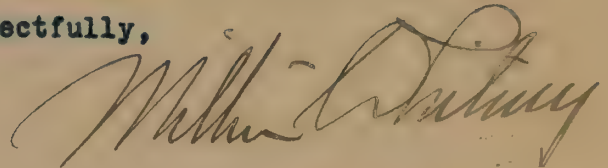
SV -

July 6, 1918.

MEMORANDUM to the Secretary:

I beg to acknowledge the receipt of your circular letter of July 3 inclosing a memorandum with regard to the preparation and dispatch of telegrams. It seems to me that these instructions cover the matter fully. As a Bureau we have been very sparing in the use of the wires in the past and have been watching these matters. We will gladly cooperate with any instructions of this character which may be issued.

Respectfully,



Chief of Bureau

July 1, 1918.

Enclosed is the report

I am in receipt of the report of your committee dated  
at New York, June 2, 1918, and am very glad to hear of the  
results of your work. It seems to me that the  
committee has done very well. It is a pleasure to hear  
that the committee has done its duty and that the  
report is of the nature of the report and that the  
committee has done its duty.

Yours of this character which may be issued.

Very truly,  
[Signature]

Chief of Bureau

July 11, 1918.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

In acknowledgment of your memorandum of July 3d, addressed to Dr. Howard, transmitting a memorandum on the preparation and dispatch of telegrams, which is under consideration by the Secretary, you are advised that this draft meets with my approval. I agree with the Secretary that it is highly essential and urgent that everything possible be done to restrict the number of telegrams and to eliminate all unnecessary words. Instructions will be issued to all field employees of this Bureau to follow out the Secretary's wishes in this matter.

In accordance with the provisions of the Secretary's memorandum, Mr. O'Leary, Chief Clerk and Executive Assistant, has been designated to pass on and initial all telegrams issued from the Bureau before transmission to the telegraph office.

Very truly yours,

(signed) C. L. Marlatt.

EEO-htc.

Assistant Chief of Bureau.



United States Department of Agriculture,  
Division of Accounts and Disbursements,  
Washington, D. C.

July 6, 1918.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

Referring to your memorandum of July 3rd transmitting a copy of the proposed memorandum by the Secretary on the subject of "Telegrams," I beg to inform you that I have no suggestions whatever to make as to changes in the method of procedure outlined in the proposed memorandum.

Respectfully,

  
Chief of Division.





UNITED STATES DEPARTMENT OF AGRICULTURE  
DIVISION OF PUBLICATIONS  
WASHINGTON

FJC-C

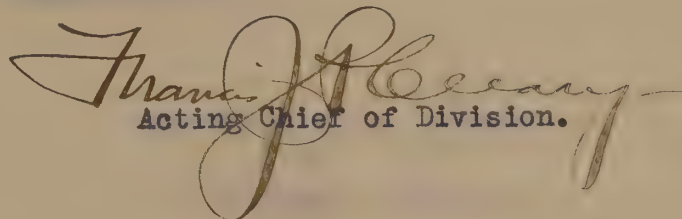
July 5, 1918.

MEMORANDUM FOR MR. HARRISON:

Dear Mr. Harrison:

Referring to your memorandum of July 3, in regard to the preparation and dispatch of telegrams, I beg to state that while this office has little occasion to use the telegraph I shall follow out the suggestions laid down in your memorandum whenever it is necessary to use ~~that~~ means of communication. The Chief Clerk of this Division has been designated as the official who shall pass upon all telegrams before they are forwarded to the telegraph office for sending.

Very respectfully,

  
Acting Chief of Division.



UNITED STATES DEPARTMENT OF AGRICULTURE,  
INSECTICIDE AND FUNGICIDE BOARD,  
WASHINGTON, D. C.

JGS:H

ADDRESS ALL CORRESPONDENCE  
TO THE INSECTICIDE AND FUNGICIDE  
BOARD.

In reply refer to

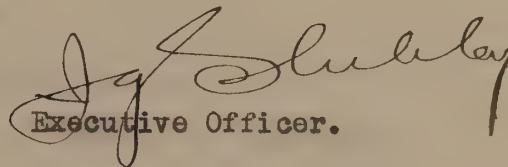
July 5, 1918.

Memorandum for Mr. Harrison.

Dear Mr. Harrison:

Consideration has been given to the proposed memorandum relative to the preparation and dispatch of telegrams, transmitted to the Board with your memorandum of the 3rd instant. It is the attitude of the Board that the classification of telegrams as outlined in the memorandum and strict attention by the vising officials of the bureaus will accomplish a great deal in restricting the number of telegrams. We have no comments to offer in respect to changes or additions to the proposed memorandum.

Very truly yours,

  
Executive Officer.





United States Department of Agriculture,  
Bureau of Crop Estimates,

WASHINGTON, D. C.

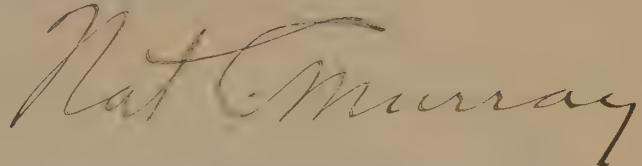
July 5, 1918.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

Answering your memorandum of July 3, I will say that this Bureau has no suggestions to offer in regard to the proposed method of handling telegrams outlined therein, and will cooperate to the fullest extent to effect a restriction in the number of telegrams transmitted and in seeing that all unnecessary words are eliminated from telegrams. Mr. A. F. Krueger of my office has been designated to inspect all telegrams prepared in this Bureau and will carry out the instructions contained in the proposed memorandum, if issued, so far as this Bureau is concerned.

Very truly yours,

A handwritten signature in cursive script, reading "Nat C. Murray". The signature is written in dark ink and is positioned above the typed name of the signatory.

Acting Chief of Bureau.



UNITED STATES DEPARTMENT OF AGRICULTURE

FEDERAL HORTICULTURAL BOARD

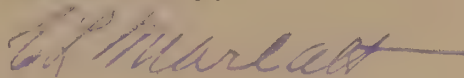
WASHINGTON, D. C.

July 5, 1918.

MEMORANDUM FOR THE SECRETARY:

Referring to Mr. Harrison's memorandum of the 3rd instant, transmitting a draft of a proposed memorandum on the subject of the preparation and dispatch of telegrams, I beg to state that this draft meets with my approval, and I have no suggestions to make other than to say that, in an effort to control unnecessary telegrams originating in the field, telegrams which very often only so imperfectly stated the case or need that they could not be intelligently acted upon, a general order has been issued to field men in all cases where the work would not suffer seriously or materially to write their needs, with the understanding that if the situation was sufficiently urgent a reply to such fully informing written statement would be sent by telegram.

Very respectfully,



Chairman of Board.

ABQ

clm rca b



UNITED STATES DEPARTMENT OF AGRICULTURE,  
OFFICE OF PUBLIC ROADS AND RURAL ENGINEERING,  
WASHINGTON, D. C.

IN YOUR REPLY PLEASE  
REFER TO FILE NO. M-3

July 6, 1918.  
9 a.m.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

I have your memorandum of July 3 requesting suggestions on the proposed memorandum to be issued regarding the preparation and dispatch of telegrams. As the proposed memorandum seems to cover the subject fully I have no comments to make.

Very truly yours,

*E. T. Ryan*  
Director.





UNITED STATES DEPARTMENT OF AGRICULTURE,  
Bureau of Animal Industry,  
Washington, D. C.

JRC/NAO

June 28, 1918.

CHIEFS OF DIVISIONS AND OFFICES:

As you know, the telegraph companies are experiencing considerable difficulty in the dispatch and delivery of the greatly increased number of telegrams resulting from increased war activities. I am of the opinion that it is possible for us to reduce the number of messages sent, as well as the number required of our field employees, and it is my desire that wherever possible we refrain from resorting to the telegraph where the mail will reasonably answer the purpose.

Beginning immediately, with a view to securing better telegraphic services, all telegrams sent out by this Bureau must be conspicuously marked as belonging to one of three classes -- RUSH, DAY, or NIGHT.

RUSH messages should, of course, be those of importance and urgency. These will be given preference over routine personal, commercial and official messages.

DAY messages should, of course, be necessary telegrams (not classed as "Rush") which it is reasonable to expect can and will be delivered the same day as sent. It is reasonable to expect that often the telegraph offices are so burdened with messages of a military nature that it is not always physically possible to dispatch and deliver all messages the same day as sent and, as a result, many "Day" messages necessarily automatically become "Night" messages although filed and charged for at the day message rate.

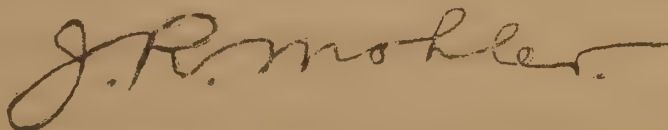


Night messages should, of course, be those the purpose of which will be served by delivery by eight o'clock the following morning. As the telegraph wires are less burdened during the night, it is reasonable to expect that messages sent under this classification will be promptly delivered the following morning.

It is evident that some of our offices have misunderstood the Secretary's memorandum No. 181, relative to signatures to telegrams. The signature "Animal Industry" should not be applied to messages to our field men or to other persons to whom the signature of the official signing the message is sufficient identity. The "Animal Industry" signature is intended to take the place of "Chief of Bureau" or "Chief Clerk of Bureau" (which are lacking in identity inasmuch as they do not indicate what Bureau.)

In addition to reducing the number of messages sent and classifying them in accordance with the above, endeavor should be made to reduce the number of words to a minimum, and numerals spelled out. As it is noted that some of our field men send messages with unnecessary long addresses, in the course of correspondence with them their attention should be called to the proper way to address telegrams to the Washington office, that is, "Animal Industry, Washington, D. C."

A copy of this circular should be placed in the hands of each employee dictating or transcribing telegrams and their most hearty cooperation is requested.

A handwritten signature in dark ink, appearing to read "J. R. Mohler". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chief of Bureau.





UNITED STATES DEPARTMENT OF AGRICULTURE  
WEATHER BUREAU

Office of the Chief

WASHINGTON

July 10, 1918.

## MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

Referring to your memorandum of the 3d instant, forwarding copy of proposed Department memorandum in relation to the preparation and dispatch of telegrams:

The Weather Bureau is already conforming to the provisions of the proposed memorandum in so far as it concerns the viséing of administrative telegrams, all of which are passed on by the Chief Clerk before forwarding to our telegraph office; with the exception, however, of telegrams containing weather forecasts, and warnings of storms and floods, etc., which, because of the nature of the information contained therein, are considered as adequately abridged and viséed when they bear the initials of the official authorized to prepare such messages. As a rule these messages are brief and come within the minimum limit.

The Weather Bureau has its own telegraph office and operators, and it is assumed that the provision of the proposed memorandum regarding the filing of telegraph messages in the Department's Telegraph Office is not intended to apply to the Weather Bureau. Such procedure would result in serious delays and defeat the purposes of the telegrams.

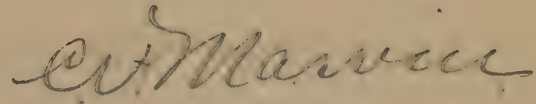
The general intent, however of the memorandum in regard to restricting the number of telegrams and the elimination



of all unnecessary words will be carefully adhered to by the Weather Bureau.

It is not believed that any amendments or changes are necessary in so far as the Weather Bureau is concerned, unless you consider it advisable to insert in the last paragraph a phrase excepting the Weather Bureau from its provisions.

Very respectfully,

A handwritten signature in cursive script, appearing to read "C. H. Marvin".

Chief of Bureau.



U. S. Department of Agriculture  
Office of Public Roads and  
Rural Engineering  
Washington, D.C.  
(Copy)

July 6, 1918  
9: A. M.

L-5

MEMORANDUM FOR MR. HARRISON

Dear Mr. Harrison:

I have your memorandum of July 3 requesting suggestions on the proposed memorandum to be issued regarding the preparation and dispatch of telegrams. As the proposed memorandum seems to cover the subject fully I have no comments to make.

Very truly yours,

(Signed) L. W. Page,

Director.

em-lmc

*Original sent by [unclear] 7/10/18*



... ..  
... ..  
... ..

... ..

... ..

UNITED STATES DEPARTMENT OF AGRICULTURE  
BUREAU OF BIOLOGICAL SURVEY  
WASHINGTON, D. C.

ADDRESS REPLY TO  
CHIEF, BUREAU OF BIOLOGICAL SURVEY,  
AND REFER TO

July 5, 1918.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

I have received from Mr. Harrison a copy of your proposed memorandum on the subject of sending telegrams. In consideration of the congested business of the telegraph companies and the need of economy in expenditures, I thoroughly agree with most of the suggestions in your memorandum. The appointment in each office of an employee whose duties shall be to pass on each telegram before it goes to the Departmental office for sending is an excellent one and should result in eliminating a large proportion of telegrams which are not really necessary, as well as eliminating unnecessary words in those forwarded.

The final sentence in your memorandum states that "In no case should copies of telegrams be mailed or referred to in correspondence until the stamped copy has been received from the telegraph office." It is assumed that the stamped copy will be returned immediately by messenger to the office of origin, otherwise important letters would at times be delayed.

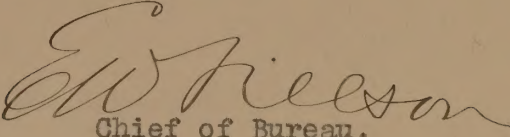
One point not covered in your memorandum is the occasional urgent need of sending telegrams in Washington after the close of office hours. On several occasions this Bureau has found it extremely important to send such messages after the Departmental telegraph office had closed. In such cases the carbons have been promptly forwarded to the Departmental telegraph office on the following working

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day. I assume that this procedure will continue.

Respectfully,

  
Chief of Bureau.





UNITED STATES DEPARTMENT OF AGRICULTURE,  
BUREAU OF ENTOMOLOGY,  
WASHINGTON, D. C.

July 11, 1918.

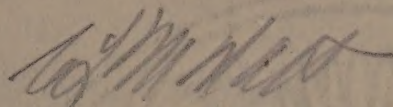
MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

In acknowledgment of your memorandum of July 3d, addressed to Dr. Howard, transmitting a memorandum on the preparation and dispatch of telegrams, which is under consideration by the Secretary, you are advised that this draft meets with my approval. I agree with the Secretary that it is highly essential and urgent that everything possible be done to restrict the number of telegrams and to eliminate all unnecessary words. Instructions will be issued to all field employees of this Bureau to follow out the Secretary's wishes in this matter.

In accordance with the provisions of the Secretary's memorandum, Mr. O'Leary, Chief Clerk and Executive Assistant, has been designated to pass on and initial all telegrams issued from the Bureau before transmission to the telegraph office.

Very truly yours,



Assistant Chief of Bureau.



